Certificate in Nonprofit Management Program Handbook

Welcome

Welcome to the Certificate in Nonprofit Management in the School of Environmental and Public Affairs at UNLV. The Certificate in Nonprofit Management is part of the MPA program at UNLV which is the only program accredited by the National Association of Schools of Public Affairs & Administration (NASPAA) in the state of Nevada. The Certificate in Nonprofit Management program offers professional and academic development to students interested in public service.

In the Certificate in Nonprofit Management, program we are continually striving to enhance the quality of the curriculum through the development of core competencies for the leadership and management of nonprofit organizations. As part of our goal serve the needs of working students, we continue to offer a wide range of options for students to complete their degrees. This has included the re-launch of some of the core courses as hybrid, remote live or asynchronous online courses to allow working professional students' additional flexibility and increase the use of technology as a learning tool for the MPA program.

One core characteristic of your program at UNLV will be the emphasis on applied research and learning opportunities. Students in the Certificate in Nonprofit Management engage in learning focused on building practical skills to help improve their communities through better leadership and management. Our commitment to building the skills and knowledge of students includes engaging students in applied service learning projects which not only create unique learning experiences but also benefit the Southern Nevada Community. This includes actively engaging students in both academic and applied research as part of their program of study in the Certificate in Nonprofit Management.

Our goal for you as a student is to ensure you are ready to better serve your community and enhance your career.

Christopher Stream, PhD Director,
SEPA

Mission Statement
The mission of the Certificate in Nonprofit Management is "to provide leadership and management skills to current and future nonprofit and community leaders in Southern Nevada."

Purpose
The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or GradAssociateDean@unlv.edu.

Department Graduate Faculty
A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the Graduate Faculty status web page.

Program Information
Graduate Certificate in Nonprofit Management

Contact Information
School of Public Policy and Leadership

Director of the School of Environmental and Public Affairs
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Phone: 702-895-5120

Graduate Coordinator
Dr. Jessica Word, Office: Greenspun Hall Room 3162
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Department Main Office
Greenspun Hall SEPA Main Office, Room 3108
Phone: 702-895-4440

Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

Advisory Committee Guidelines

A formal advisory committee is not required for the Certificate in Public Management since students culminating experience is a Capstone and not a thesis.

Degree Program Benchmarks

Students in the Certificate in Nonprofit Management are required to complete 15 credit hours. Most of the courses are offered at the Historic 5th Street School or space provided by another local government entity. During the program, students should collect at least one assignment per class to include in their Capstone Portfolio.

During the final semester of the program, students will be required to prepare an online portfolio of their work during the program and a reflective essay explaining how the courses they selected helped them to advance as a nonprofit management professional in terms of the core competencies of the program. The assignments you collected will serve as documentation related to the development of those competencies.

Program Timeline

Students typically complete their degree requirements in 3 semesters if they attend both during the traditional academic year and summer session.

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog. However, the MPA program is a professional program and students are expected to dress and act in a professional manner. This means attire and behavior should be suitable to what would be found in a workplace.

Probation
If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

Discipline Resources

Writing Style Guide
In general, the School of Environmental and Public Affairs uses the American Psychological Association style for references and citations. It is strongly recommended that student purchase a copy of the Publication Manual of the American Psychological Association, 6th Edition (2009). This style guide can be used in most of your courses to help format your papers and assignments.

Professional Associations

The main professional association for students seeking their degree in Public Administration is the American Society of Public Administration (ASPA). ASPA is both a national and local organizations and students are strongly encouraged to join the local chapter at the student rate and participate in professional development and networking activities. Information about joining ASPA can be found online at ASPA.

For students, studying or interested in nonprofit management as part of the degree program additional opportunities professional development and networking opportunities are available through several local and national organizations, the Association for Research on Nonprofit Organization and Voluntary Action (ARNOVA), the Association for Fundraising Professionals (AFP) and the Young Nonprofit Professionals Network (YNPN) of Southern Nevada.

ARNOVA is the main professional association for researchers and academics studying nonprofit organizations. Information about ARNOVA can be found online at ARNOVA AFP Las Vegas Chapter is a professional association which serves individuals who engage in fundraising or development work in the nonprofit sector. This organization is part of a national network of chapters aimed at improving the professional practice of fundraising and development.
For students, interested in pursuing a career in the area fundraising or development this group offers professional development and networking opportunities. Information can be found online at AFP.

YNPN of Southern Nevada is a networking and professional development group organized by young professionals working with and in the nonprofit sector. It is part of national network of similar chapters across the country. The local chapter offers professional development, networking and social activities for its members. Additional information can be found online at YNPN.

Important Journals

Below is a list of important scholarly journals in the field of public administration including journals which focus on nonprofit management.

- Administration and Society
- Administrative Theory & Praxis
- American Review of Public Administration
- Governance
- International Journal of Public Administration
- Journal of Public Administration Research and Theory
- Journal of Public Affairs Education
- Nonprofit and Voluntary Sector Quarterly
- Nonprofit Management and Leadership
- Policy Studies Journal
- Public Administration Quarterly
- Public Administration Review
- Public Budgeting & Finance
- Publius (focus on federalism)
- Review of Public Personnel Administration (human res. focus)
- State & Local Government Review

University Resources
The Graduate Academy: Innovative Leadership, Professional, and Career Development
The goal of the Graduate Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association
With an alumni base 140,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office
Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team.

Office of Diversity Initiatives
The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)
The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

[International Students and Scholars (ISS)](#) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The [Jean Nidetch Women's Center](#) is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

[The Intersection](#) is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

[UNLV Libraries](#) has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The [Graduate & Professional Student Association](#) serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The [Office of Student Conduct](#) is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The [Military and Veteran Service Center](#) is staffed with veterans and veteran education benefits experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The [Financial Aid & Scholarships Office](#) supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the [Online Writing Lab (OWL)](#) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures

In addition, the Graduate College website contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
December 19, 2014	J. Word		
March 21,2023	J. Word		Deleted old language and corrected contact info for graduate coordinator