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Executive Master of Nonprofit Administration Program: Field Project Overview



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WELCOME TO ND and the EMNA!

Notre Dame's Executive Master of Nonprofit Administration is the one of a few nonprofit graduate program offered in a top-ranked business school—the **Mendoza College of Business.**



EMNA Program Curriculum: Core Courses (Required)

- Accounting for the NFP (3 credits)
- Board Relations & Management (3 credits)
- Decision Analysis & Statistics (3 credits)
- Economics of NFP Enterprises (3 credits)
- Ethics in Nonprofit Organizations (1.5 credits)
- **Field Project (3 credits)**
- Financial Management (3 credits)
- Fund Development (3 credits)
- Human Resource Management (3 credits)
- Legal Environment (3 credits)
- Management Communication (1.5 credits)
- Marketing for Nonprofits (3 credits)
- Planning & Policy (3 credits)



Field Project Overview

- This is the **capstone experience** for students in the Executive Master of Nonprofit Administration program.
- It is assumed that students have a **fundamental knowledge** of the nonprofit sector including **nonprofit theory and principles**.
- The course will focus on the **development** of an **agreed upon project** that supports the sector and that develops a new skill set for the student **based on classroom activity and nonprofit research**.
- It is designed to **enhance leadership development and nonprofit practice**. The class is **nontraditional** in the sense that **students direct** and have control over **learning and structure**.

Field Project Objectives

- To provide a **capstone experience** for students **emphasizing the practice of nonprofit leadership, sustainability and administration**, based on Executive Master of Nonprofit Administration (EMNA) coursework and research
- To consider the short and long-term social impact of the project for all stakeholders involved in the assignment
- To **integrate classroom theory into nonprofit practice** as demonstrated in the final project
- To **contribute to the mission fulfillment** of a **nonprofit organization** or the **greater nonprofit community**

Field Project Objectives, cont.

- To **demonstrate the ability to locate, integrate and critically evaluate** nonprofit field literature and business practice
- To **critically think through issues and effectively analyze** nonprofit problems and solutions
- To **prepare and deliver a formal nonprofit document** that represents excellent business writing, research, planning, and project development
- To write a well-organized paper (project) that **integrates theory, practice and personal experience**

Course Requirements

- Proposal
- Project
- Reflection
- Progress Meetings

Course Requirement: Proposal

- **Proposal**
- Project
- Reflection
- Progress Meetings

Course Requirement: Proposal

A written **proposal** of the project must **be emailed to instructor prior to student registration.**

Registration approval is only given **after** the instructor has **approved** the **proposal.**

This can be done up to a year in advance; however the student should prepare and **submit** the proposal at a **minimum** of **one month in advance** of the semester. The student is encouraged to **start** the project **prior** to the actual semester.

Proposal Format

- Name and contact information (preferred email and phone please)
- Project organization(s)
- Project description with timeline
- Methodology (including theories and frameworks)
- The level of intellectual challenge and critical thinking you feel the project involves (low, medium or high)*
- Primary learning objectives for the student
- Project products and outcomes (reports plans, paper, presentation, ** etc.)
- Please indicate if this project coincides with another academic project or class
- Please indicate intended date for course registration and graduation date
- Other details that you feel may be important to share

Course Requirement: Project

- Proposal
- **Project**
- Reflection
- Progress Meetings

Course Requirement: Project

- The student will **choose a project** that would **benefit** a **nonprofit organization**, a specific **nonprofit community** or the **nonprofit community at large** (e.g. case study for publication purposes).
- This is **one project- not two** (some students feel the need to prepare a second, more academic document).
- The project **can be started prior** to student course **registration** but the written proposal must be accepted by the instructor and by the nonprofit organization prior to any initial project activity.
- The **project must be completed** (and delivered to instructor and organization) by the **last day of the semester** in which you are enrolled.

Course Requirement: Project

- This is the **only self-directed course** in the MNA program.
- Therefore, **careful planning and time/project management** by the student is **required**. **This is a semester-long project.**
- The student has every chance to improve the final project over the semester since it is a progressive work.
- The **student may submit drafts**, outlines etc. for instructor feedback **up to two weeks before** the final project **due date**.

Course Requirement: Reflection

- Proposal
- Project
- **Reflection**
- Progress Meetings

Course Requirement: Reflection

- In addition to the project, the student is required to submit a **reflection paper**, as an addendum to the project.
- This is the **student's opinion and summary of the experience**.
- The assignment is limited to **three pages** and should include insights about the project and other interesting discoveries.

Course Requirement: Progress Meetings

- Proposal
- Project
- Reflection
- **Progress Meetings**

Course Requirement: Meetings

- Additionally, **three (3) progress meetings** with the instructor are required.
- It is the **student's responsibility to initiate and schedule communication** with the instructor.
- The professor can be reached at 574-631-7793 unless other arrangements are made (Zoom, Call, or F2F meetings).
- Progress meetings **should be evenly distributed throughout the semester** to be of greatest benefit to the student and instructor.
- All progress meetings must be held **prior to two weeks before the last day of the semester**

Field Project Grade

- Project: 75%
- Reflection: 15%
- Progress Meetings: 10%

Best Practices for the Field Project

- Remember, the final audience for the project is the organization, not the instructor.
- Because it is a self-directed course, students often misjudge how much time is required to produce a quality project.
- If you run into trouble, communicate this with the instructor, either in a check-in meeting, or just reach out!
- Please allow a week for any feedback on drafts.

Contact Information

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Questions?

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