



Master of Arts in Nonprofit
Management and Leadership Program
School of Social Work
UNIVERSITY OF GEORGIA

Master of Arts in Nonprofit Management & Leadership

STUDENT HANDBOOK



Preparing and training leaders who will strengthen the effectiveness of nonprofit organizations throughout Georgia, the Southeast, the United States and globally.

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MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP

TABLE OF CONTENTS

Office & Staff Contacts.....	5
I. Mission & Values.....	6
Institute for Nonprofit Organizations Mission	6
Master of Arts Degree Program	6
Institute Faculty	6
School of Social Work Mission	7
Values & Ethics	7
II. New Student Information.....	8
Orientation	8
III. Curriculum.....	9
Curriculum Structure	9
MANML Program of Study Worksheet	10
Curriculum Overview	11
Electives	11
Course Descriptions	12
IV. Advising & Registration.....	15
General Guidelines	15
Registration Process	15
Enrollment Policy	15
How to Register	15
V. Internship.....	16
Overview	16
Past & Present Internship Sites	16
Finding an Internship	17
The 9 Steps to Securing Your Internship	17
Learning Contract	18
Finishing an Internship	18
VI. Colloquium.....	19
Colloquium Presentation	19
Overview	19
Format & Creativity	19
Approach to Your Presentation	20
Connecting Practice to Coursework	20
Reflecting on Growth	20
VII. Graduation Information.....	21
Requirements for Graduation	21
Online Forms	21
MA NML Alumni	22
Alumni Association	22
Be a Mentor!	22



MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP

TABLE OF CONTENTS cont.

VIII. Academic Policies.....	23
Academic Regulations and Procedures	23
School of Social Work Wide Grade Appeals & Academic and Professional Performance Policy	23
IX. Student Support.....	24
SSW Student Life	24
SSW Computer Lab	24
Student Financial and/pr Hardship Support	24
Student Care & Outreach	24
Student Resource Center	25
Grammarly Writing Assistant	25
Quick Resource Links	26
IX. Financial Assistance/Employment.....	27
Graduate School Financial Assistance	27
INPPO Assistantships and Scholarships	27
On-campus Employment Opportunities	27
Appendix	
A. Past/Present Internship Sites.....	28
B. SSW Grade Appeals & Academic and Professional Performance Policy.....	29



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ssw.uga.edu/degrees-programs/manml/



www.linkedin.com/company/uganonprofit/



I. MISSION & VALUES

INSTITUTE FOR NONPROFIT ORGANIZATIONS MISSION

The Institute for Nonprofit Organizations (INPO) at the University of Georgia provides interdisciplinary graduate degree and graduate certificate programs that focus upon improving the leadership and effectiveness of nonprofit organizations. The Institute prepares students with knowledge and skills necessary for careers in nonprofit organizations and develops and disseminates knowledge to strengthen the effectiveness. The educational objective is to graduate students with the background, knowledge, skills, and experience not only to succeed in their careers in nonprofit organizations but also to become leaders in this sector of our nation.

MASTER OF ARTS DEGREE PROGRAM

The mission of the Master of Arts in Nonprofit Management and Leadership (MA NML) Program at the University of Georgia is to prepare and train leaders who will strengthen the effectiveness of nonprofit organizations throughout Georgia, the Southeast, the U.S. and globally. The program prepares students with the knowledge, skills and direct experience necessary for careers as managers and leaders in nonprofit organizations.

This mission is consistent with that of the University of Georgia, the state's oldest and most comprehensive institution of higher education. Its motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the state's and nation's intellectual, cultural, and environmental heritage. In addition, the MA NML program mission is consistent with the UGA School of Social Work's mission to provide local, state, national, and international leadership to promote social and economic justice, to alleviate oppressive social conditions and problems, and to enhance human well-being.

INSTITUTE FACULTY

Faculty affiliated with the Institute represent schools and colleges across campus and nonprofit organizations in the community. These include, but are not limited to: the School of Social Work, School of Public and International Affairs, College of Education - Lifelong Education, Administration and Policy, Terry College of Business, Office of Service Learning, College of Family and Consumer Sciences, Center for Social Justice, Civil and Human Rights, Fanning Institute for Leadership Development, Carl Vinson Institute of Government, Latin American and Caribbean Studies Institute, Archway Partnership, and the Institute of Gerontology.



I. MISSION & VALUES

SCHOOL OF SOCIAL WORK MISSION

“The School of Social Work at the University of Georgia prepares culturally competent practitioners and scholars to be leaders in addressing persistent and emerging social problems through practice, research, and policy.”

The School of Social Work at the University of Georgia aims to prepare practitioners and scholars who will be leaders in the elimination of oppression and inequality through an emphasis on skill-based social work practices, policy development, and research initiatives. While many theories underlie the practice of social work, our School emphasizes the application of a social ecological framework and is grounded in systemic inquiry. Through our academic, service and research programs, we promote the goals of economic and social justice for individuals, families, and communities.

We are committed to positive change through the use of ethical and evidence-based social work interventions at the individual, familial, group, community, organizational, societal, or international levels, as we strongly believe that it is within families and communities that sustained change occurs. The University of Georgia School of Social Work is committed to the development, application, and dissemination of evidence-based knowledge to prepare social work leaders to work toward the prevention and/or resolution of critical social problems facing society. We reflect a continuing commitment to promote educational and professional growth among social service personnel in the state of Georgia through the implementation of innovative continuing education and professional development programs.

VALUES & ETHICS

- Commitment to the public good
- Accountability to the public
- Respect for the worth and dignity of individuals
- Inclusiveness and social justice
- Respect for pluralism and diversity
- Transparency, integrity and honesty
- Workplace innovation
- Empowering organizations for continuous improvement on micro and macro levels
- Responsible stewardship of resources
- Commitment to excellence and to maintaining the public trust



II. NEW STUDENT INFORMATION

ORIENTATION

The Institute for Nonprofit Organizations Master of Arts degree program holds an orientation session each fall for newly admitted students. This session is in addition to a mandatory Graduate School orientation, as well as an international student orientation for international students.

The purpose of the orientation session is to acquaint new students with policies of the program as well as introduce them to current students, faculty, and staff of the UGA School of Social Work. The orientation consists of a welcome from the director, dean, and administrative staff; a review of the orientation packet that includes guidelines of the program and Graduate School; information on student advising and registration; curriculum review, as well as special course information, such as the internship and colloquium. We also include opportunities to engage with students from the MSW program, which is also offered at the School of Social Work.

The student orientation is essential for new students to be comfortable with their transition to the program. Students who attend this orientation generally do very well with issues facing them throughout their studies and are much better prepared for their graduate school experience.



III. CURRICULUM

CURRICULUM STRUCTURE

The specific structure and content of the curriculum include four components:

1) SIX REQUIRED COURSES (3 credit hours each = 18 credit hours)

- MNML 7060 – Fundraising & Development for NP Organizations
- MNML 7226 – Evaluation of Professional Practice
- MNML 7237 – Theory and Management of Nonprofit Organizations
- MNML 7320 – Managing Volunteers
- MNML 7445 – Nonprofit Financial Management
- MNML 7957 – Grant Proposal Writing for Nonprofit Organizations

2) THREE ELECTIVE COURSES (3 credit hours each = 9 credit hours)

- MNML 7947 – Social Entrepreneurship
- MNML 7977 – Nonprofit Leadership
- MNML 7020 – Directed Study: Nonprofit Management and Leadership*
- MNML 7330 – Innovation Management in Nonprofit and Government Organizations:
 - From Creativity to Implementation
- MNML 7908S – Design Thinking for Social Innovation

**Students pursuing a directed (independent) study must submit the [Directed Study Syllabus Form](#) before they may register for the course. The form should be completed in collaboration with the faculty member who will be supervising the independent study (see Appendix A).*

3) INTERNSHIP HOURS (5 credit hours)

- MNML 7055 – Field Internship (100 fieldwork hours= 1 credit hour)

4) GRADFIRST COURSE (1 credit hour)

- GRSC 7001 – GradFirst

Relevant courses from other departments may be selected to fulfill core or elective course requirements with the Program Director's approval. Examples of such courses include: PADP 7210 – Introduction to the Nonprofit Sector: Theory and Practice; PADP 7220 – Nonprofit Governance and Management; PADP 7900 – Managing Volunteers in the Public and Nonprofit Sectors.



III. CURRICULUM

MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP PROGRAM OF STUDY WORKSHEET

NAME: _____

	Semester	Grade	Hrs
➤ 6 REQUIRED CORE COURSES (3 HRS EACH = 18 CREDIT HRS)			
MNML 7237 – Theory and Management of Nonprofit Organizations	_____	_____	_____
MNML 7226 – Evaluation of Professional Practice	_____	_____	_____
MNML 7060 – Fundraising	_____	_____	_____
MNML 7445 – Nonprofit Financial Management	_____	_____	_____
MNML 7320 – Managing Volunteers	_____	_____	_____
MNML 7957 – Grant Proposal Writing for Nonprofit Organizations	_____	_____	_____
➤ 3 ELECTIVE COURSES (3 HRS EACH = 12 SEM HRS)			
ELECTIVE 1 _____	_____	_____	_____
ELECTIVE 2 _____	_____	_____	_____
ELECTIVE 3 _____	_____	_____	_____
<i>Program director approval required</i>			
➤ INTERNSHIP (5 CREDIT HRS) <i>Program director approval required</i>			
MNML 7055 – Semester 1	_____	_____	_____
MNML 7055 – Semester 2	_____	_____	_____
OR			
MNML 7055 – Combined 5 hours	_____	_____	_____
➤ GRSC 7001 GradFirst (1 hour Credit) – Semester 1	_____	_____	_____

TOTAL HOURS REQUIRED FOR GRADUATION = 33

The Program of Study Worksheet is available online on the MA NML Forms & Resources Page.



III. CURRICULUM

CURRICULUM OVERVIEW

Courses address the content and skill areas important for successful and ethical leadership of nonprofit organizations. They demonstrate the particular relevance or application of theory and research to problems and issues in nonprofit organizations and compare and contrast applications in different nonprofit settings. The internship opportunities emphasize direct exposure to the field and activities that deepen students' learning and applications of material directly to situations faced in nonprofit settings as well as provide opportunities for supervised projects. Such experiences play a special role as occasions to integrate materials from the various courses and as opportunities to apply learning from several disciplines to the solution of "real-world" problems. The Colloquium presentation concludes your time in the program. (see Chapter VI: The Colloquium).

ELECTIVES

Students' choices of electives should include courses that are relevant to their academic interests and career aspirations regarding nonprofit management and leadership. You may use any of the MNML elective courses listed on page 9 or take courses in another department, with approval of the MA NML program director. Students are encouraged to talk with others about dimensions relevant to elective choices, such as course coverage, relevance to career goals, instructor expectations and teaching style, quality, etc. If you wish to take a course in another department, you will need to contact the program director with your choices and research. Be sure to include in the email what kind of course you're hoping to take and include a syllabus or course description for the course in addition to a brief rationale for why the course is relevant to your nonprofit interests and career trajectory.

All electives must be graduate level and approved by the program director and must be at the 6000-level or above. Undergraduate level courses (numbered 5000 and below) may not be used on the final program of study for the MA degree. Electives chosen must equal a minimum of 9 credit hours.



III. CURRICULUM

COURSE DESCRIPTIONS

E denotes that the course will be taught 95% or more online. View the specific semester course schedule in Athena to determine if the online option is available.

MNML 7055 – Internship in Nonprofit Organizations

(3-5)hours, graded S/U, repeatable for a maximum 6 hours credit)

The internship allows students to integrate their academic learning with practical applications and skill development through supervised work and research in nonprofit organizations.

MNML 7060/7060E – Fundraising and Development for Nonprofit Organizations

(3 hours, graded A-F)

A comprehensive introduction to the design, administration, and management of volunteer programs. Students will work on a project that will involve consulting with local nonprofit organizations on designing and implementing a volunteer program.

MNML 7226/7226E – Evaluation of Professional Practice

(3 hours, graded A-F)

Students learn how to evaluate professional practice regarding the implementation of programs, using various research design methodologies to design and improve individual, group, organizational, community, and institutional practices/interventions. Students will interpret, use, and communicate evaluation results to make appropriate decisions to improve various management and service delivery practices.

MNML 7230/7230E – Managing Volunteers

(3 hours, graded A-F)

Exploration of the field of fund raising and development to obtain financial resources, including gift planning, annual campaigns, capital and endowment campaigns, direct solicitation, and others. Management of volunteers, preparing and analyzing cash flow statements and financial statements for nonprofit organizations.

MNML 7237/7237E – Theory and Management of Nonprofit Organizations

(3 hours, graded A-F)

An introduction to the field of nonprofit organizations, emphasizing the key theories useful for understanding them and the basic skills of leadership and management needed to make them effective. Attention is given to strategic planning, resource acquisition, accounting for use of resources, and developing human resources.



III. CURRICULUM

MNML 7445/7445E – Nonprofit Financial Management

(3 hours, graded A-F)

For those with little or no prior training in accounting or financial administration, this course focuses on understanding and practicing foundational financial management practices, business planning, financial reporting, and fiscal decision-making in nonprofits. Covers a range of topics, including budgeting, financial statements, understanding revenue, accountability, and organizational fiscal health.

MNML 7947/7947E – Social Entrepreneurship

(3 hours, graded A-F)

An introduction to social entrepreneurship, a rapidly changing and developing field in which business and non-profit leaders design, grow, and lead mission-driven enterprises.

MNML 7957/7957E – Grant Proposal Writing for Nonprofit Organizations

(3 hours, graded A-F)

The basic knowledge, skills, and practices involved in grant proposal writing for nonprofit organizations. Students will apply what they learn by identifying funding sources and responding to funding opportunities via the development of grant proposals on behalf of existing organizations.

MNML 7977/7977E – Nonprofit Leadership

(3 hours, graded A-F)

A lecture/discussion course designed to outline the theoretical and practical viewpoints on leadership and followership. The topic is approached from the perspective that leadership is a process whereby an individual influences a group of individuals to achieve a common goal.

MNML 7020 – Directed Study in Nonprofit Management and Leadership*

(1-3 hours, graded S/U, repeatable for a maximum 3 hours credit)

Directed study and/or projects in nonprofit management and leadership under the supervision of a faculty member.

**Students pursuing a directed (independent) study are required to submit the Directed Study Syllabus Form (see Appendix A) to the program office before they may register for the course. The form should be completed in collaboration with the faculty member who will be supervising the directed study and approved by the program director.*



III. CURRICULUM

GRSC 7001 - GradFirst Course

(1 hour, graded S/U)

The GradFIRST seminar series supplements discipline-specific training in graduate students' academic programs with focused professional development and engagement/networking opportunities with faculty and other graduate students across UGA's campuses. This is a MANML specific course that you will take in Fall semester of your program of study.

GradFIRST FAQ

<https://grad.uga.edu/gradfirst/about-gradfirst/faqs/>



IV. ADVISING & REGISTRATION

GENERAL GUIDELINES

Students must be advised before they can register. Initiate contact with the program director each semester at least a week out from registration. This may also occur during the GradFirst seminar course.

REGISTRATION PROCESS

This degree program requires 33 credit hours for completion (in addition to the colloquium and portfolio submission). Some students complete the program in three semesters however many students take classes over four semesters or more. ***There is no requirement that the program must be completed in three semesters.*** We have many part-time students pursuing the degree. The timeline is up to you with advice from the program director. Deadlines for semester registration are noted in the UGA Schedule of Classes on the University Registrar's [website](#).

ENROLLMENT POLICY

Graduate students must register for a minimum of three hours of credit for at least two semesters each academic year (Fall, Spring, Summer) to remain enrolled in the GS. In addition, students must be registered for at least 3 credit hours in the semester they graduate. See the Graduate School website for more information.

[Graduate School Enrollment Policy](#)

HOW TO REGISTER

1. Be advised by the program director and cleared to register by the program office.
2. Log in to **ATHENA** at <https://athena.uga.edu> with your UGA MyID and password.
3. Follow the prompts to register. *Since most of the nonprofit courses are Permission of Department (POD), you should enter in the CRNs (Course Registration Numbers) directly. Do not search for the course because Athena will say that the course is closed.*
4. Once registered, you will be directed to the billing section of Athena. You may find information about payment due dates on the UGA Bursar's [website](#).



V. INTERNSHIP

OVERVIEW

The internship experience is designed to provide supervised opportunities for graduate students to develop skills in specific areas that have been found to characterize effective leaders in nonprofit organizations. These include the applications of theory and research in the nonprofit field to practical issues of planning, fundraising, program implementation, staff and volunteer management, and assessment of programs in nonprofit organizations. The internship allows students to apply skills of formulating goals and mobilizing concerted actions, negotiating and guiding group activities, applying critical thinking skills and knowledge to organizational matters, and communicating effectively with diverse audiences.

These skills are developed and applied in the context of a variety of tasks of program design, management of staff and volunteers, communications with internal and external constituencies, organizational change, program evaluation, resource development and allocation, and other practical tasks. The internship also provides access to issues and subjects for course assignments and independent research projects that can extend knowledge and refine practice effectiveness in this field. Students registering for 3 credit hours of MNML 7055 (Internship) are required to spend 300 hours of time in the field on location at their internship site. This typically works out to 20 hours per week over the course of a 15-week semester (but will require a greater hourly commitment per week if taken during the summer). Most students register for two consecutive semesters of MNML 7055, at the same site or different sites depending on learning needs and goals. In the case where a block placement (5 credit hours in one semester) is warranted, students must obtain permission of the program director and be able to complete the required 500 hours of field work within the semester in which they are register. The same site may be used both semesters or different sites may be selected, depending on the student's learning needs and goals.

PAST & PRESENT STUDENT INTERNSHIP SITES

Our students have interned with a broad range of local, regional, and national organizations in their internships. See **Appendix A** for an interactive list of past and present student internship sites.



V. INTERNSHIP

FINDING AN INTERNSHIP

Students considering internships should talk with the program director about how to identify possible sites and to explore interests. The director can also provide information about students' previous experiences with some organizations. A list of some possible internship sites can be found in the student handbook, through a search of "Athens, GA" on candid.org, or through the student's personal or professional network. When deciding where to intern, students should make sure the internship site offers the following:

- Office space
- Access to staff, programs, and records
- An administrative supervisor and/or mentor
- Opportunities to carry out sustained work on issues related to some aspect of the management of the organization's programs

THE 9 STEPS TO SECURING YOUR INTERNSHIP

1. Discuss internship goals and options with the program director to identify potential internship sites well before you intend to begin the internship.
2. Contact the organization at which you want to intern (if by e-mail, then cc the program director on all initial communications).
3. Get formal approval from the program director.
4. Develop a learning contract with your organizational supervisor.
5. Consult with the program director to make sure the learning contract is appropriate to your learning goals.
6. Begin your internship, updating your learning contract as needed.
7. At the end of the semester, complete your learning contract and deliverables (any "product" of the internship).
8. Submit your learning contract (including project summaries) and deliverables to the program director.
9. Ask your organizational supervisor to send an evaluation letter to the program director that includes the following: confirmation that you completed the required hours (3 credits = 300 hours); an outline of your primary duties; statement of major contributions and accomplishments; and identification of any areas in need of improvement or suggestions for further professional development.



V. INTERNSHIP

LEARNING CONTRACT

The Learning Contract Template is available online on the MANML website Forms & Resources tab. Specific deliverable products or reports must be identified in the contract, which will then be submitted to the program director and organizational supervisor by the conclusion of each semester. The learning contract should be a working document and will necessarily require updates and changes during the course of the internship.

Any questions regarding the learning contract or the appropriateness of internship projects should be directed to the program director.

FINISHING AN INTERNSHIP

- The on-site organizational supervisor must send a brief letter of evaluation about the student's work to the faculty supervisor at the end of the semester. The letter should be written on agency letterhead and sent to the MA NML program director as an e-mail attachment. It should include the following:
 - Confirmation of the number of hours completed
 - An outline of the student's primary duties/tasks
 - Highlights of any major accomplishments, achievements, and deliverables
 - Areas in need of further professional development
- The finished learning contract should be submitted to the faculty supervisor and should include outcomes and a summary of each project.
- Specific deliverable products or reports that have been identified in the learning contract must be submitted to the faculty supervisor and organizational supervisor by each semester's end.



VI. COLLOQUIUM

COLLOQUIUM PRESENTATION

At the end of your last semester, you will present a reflection that integrates your internship experiences with concepts from your coursework. The presentation is typically 20–25 minutes, followed by audience Q&A. While the colloquium is a required part of your degree, it is not graded — it is meant to be celebratory and reflective. You are encouraged to invite family, friends, and professional colleagues.

OVERVIEW

The presentation length will be determined by the number of presenters and is usually 10–20 minutes. Students generally use an electronic presentation at the colloquium, but your presentation may be as creative as you like. Many students in the past have focused on describing their internship experiences and providing an overview of their tasks, their contributions, the lessons learned, etc. The sections below outline some formats or perspectives to take as you develop your colloquium presentation. Feel free to make your presentation interesting to your audience, but keep in mind that the colloquium is a part of your degree. In other words, just as you would take a comprehensive exam or thesis seriously, you should take the colloquium seriously. Some of the audience members may not always be familiar with the nonprofit sector or the substantive area of your work and so may need some context so consider this as a way to both reflect upon your experience in the MA NML program but also to educate the audience about the value of your experiences and to illustrate that you have been involved in substantial nonprofit development work and that you have demonstrated your readiness to enter the nonprofit workforce.

FORMAT & CREATIVITY

You may use slides or any creative format that feels authentic to you. Keep in mind that some audience members may not be familiar with the nonprofit sector, so your presentation is also an opportunity to educate them about the value of your work.

- What format feels most authentic to you — a traditional slide deck, something more creative, or a hybrid?
- What story or moment would you want to open with to draw your audience in right away?
- What do you most want your guests to walk away understanding about the work you've done?



VI. COLLOQUIUM

APPROACH TO YOUR PRESENTATION

You can take a descriptive or thematic approach — or blend both. A descriptive approach walks through your internship experience, tasks, and lessons learned. A thematic approach organizes your reflection around a central idea, such as leadership, equity, or organizational change, and connects it across your internship and coursework.

If taking a descriptive approach:

- What was the mission of your internship organization, and how did the work you performed directly support that mission?
- What were your primary responsibilities, and which felt most meaningful or impactful to you?
- What is one moment from your internship you will carry with you into your career, and why?
- What surprised you most about working in the nonprofit sector?

If taking a thematic approach:

- If you had to identify one overarching theme that connects your internship and your coursework, what would it be and why?
- Is there a challenge — organizational, social, or ethical — that you kept encountering that could anchor your presentation?

CONNECTING PRACTICE TO COURSEWORK

Regardless of your approach, your presentation should reflect the integration of hands-on experience with academic learning. Consider:

- Which concept, framework, or theory from your MA NML coursework came to life most vividly during your internship?
- Was there a moment where your academic training helped you navigate a real challenge? What happened?
- Did any of your hands-on experiences challenge or complicate something you learned in class?

REFLECTING ON GROWTH

The colloquium is also a chance to articulate your professional identity and workforce readiness:

- How has your understanding of nonprofit leadership changed since you started the program?
- What skills have you developed that you feel most confident bringing to an employer?
- How would you describe yourself as a nonprofit professional today compared to when you started the program?



VII. GRADUATION INFORMATION

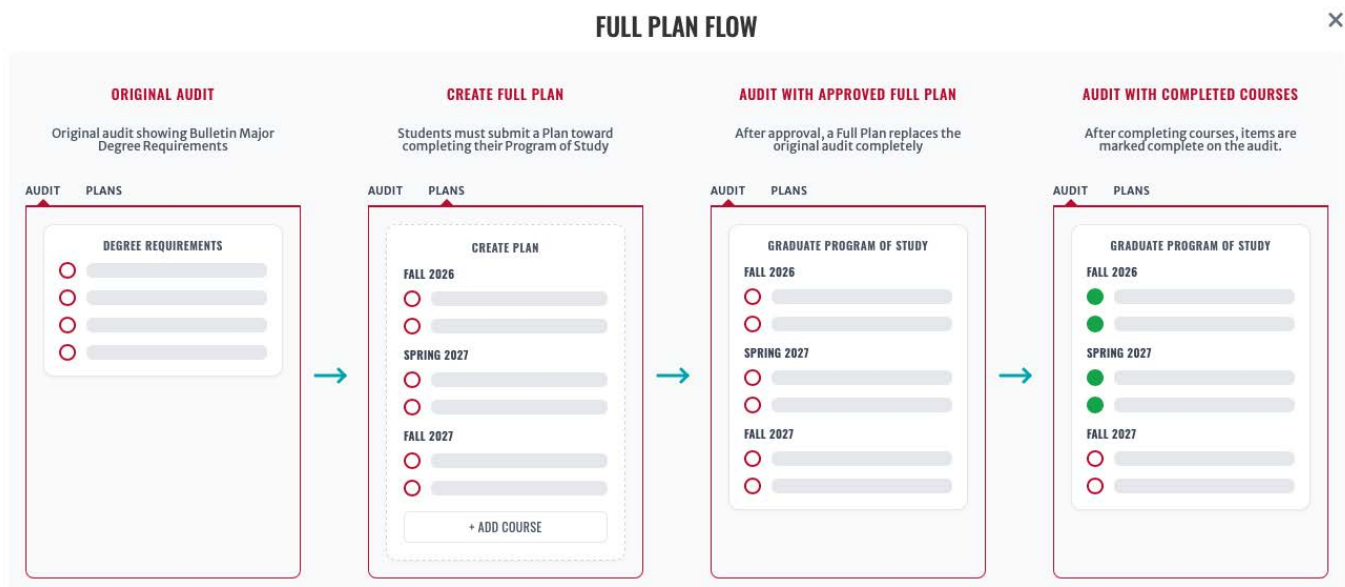
REQUIREMENTS FOR GRADUATION

At least 33 consecutive semester hours (minimum of 3 credits per semester) must be taken to graduate. A break in enrollment is not incurred if a student elects not to register for a summer term.

MA NML students planning to graduate are required to submit your final approved program of study in Degree Works along with your application to graduate form to the Graduate School by the deadline date or by the end of the semester preceding graduation. These dates may be found on the [Graduate School website](#). Please note that the deadlines are strictly enforced! Submitting your form after the deadline will result in a \$50 late fee. Additional information may be found on the Graduate School website under Current Students.

DEGREE WORKS

Please visit the Degree Works Page <https://reg.uga.edu/academics/degreeworks/dgw-for-graduate-students/> for all information on Programs of Study



VII. GRADUATION INFORMATION

MA NML ALUMNI

Upon graduation, you will be added to the MA NML Alumni Listserv. Please be sure to give the program office your non-UGA email address so we can keep you informed of position openings, special announcements and events.

Student/Alumni Information

Fill out this information form prior to graduation: [MANML Student/Alumni Information](#)

Social Media

Our alumni are the heartbeat of the nonprofit sector– we want to cheer on your successes and connect you to the Dawg network, even after you graduate. Follow us on social media:



@uganonprofit



@uganonprofit



www.linkedin.com/company/uganonprofit/

ALUMNI ASSOCIATION

Our alumni are a diverse group of professionals working in a variety of nonprofit organizations throughout the country. They are a strong network of individuals in the field of nonprofits who remain linked to the School of Social Work and the Institute for Nonprofit Organizations after graduation through an Alumni Listserv, SSW Facebook page, and our UGA Alumni Association. Upon graduation, you will join these talented professionals and be contacted by our Alumni Association for alumni updates, surveys, events, etc. Please keep in touch and let us know what you are doing!

BE A MENTOR!

Mentorship is proven to help students succeed in their personal, academic, and professional endeavors. With busy schedules, it can be hard to know where to start, but just 1-2 hours a month can change the trajectory of a student's life and help you further cultivate your leadership. Stay connected to our MA NML program by mentoring a student through the [UGA Mentor Program](#).



VIII. ACADEMIC POLICIES

ACADEMIC REGULATIONS AND PROCEDURES

A comprehensive listing of academic regulations and procedures are covered on the Graduate School website at <https://grad.uga.edu/>.

SCHOOL OF SOCIAL WORK WIDE GRADE APPEALS AND ACADEMIC AND PROFESSIONAL PERFORMANCE POLICY

(See Appendix B)

Policy on Academic Honesty

Academic integrity is an adherence to a high standard of values regarding life and work in an academic community. Pursuit of knowledge and the creation of an atmosphere conducive to learning are both definite aspects of academic integrity, but its basis lies in the standard of honesty. Students at the University of Georgia are responsible for maintaining and adhering to the strictest standards of honesty and integrity in every aspect of their lives. Honesty in academic matters is a large part of this obligation. Specific regulations governing student academic conduct are contained in the Student Handbook, and these should be read to avoid any misunderstanding. Students and faculty who suspect that an act of academic dishonesty has taken place should contact the Office of the Vice President for Instruction.

Disability Services

UGA offers persons with disabilities a variety of services and accommodations to ensure that both facilities and programs are accessible. The Disability Resource Center (DRC) is available to assist students who know or suspect that they may have a disability and can help facilitate appropriate accommodations. Go to <http://drc.uga.edu/> or call 706- 542-8719/ 706-542-8778 (tty).

Non-Discrimination and Anti-Harassment Policies

This site includes information on the **University of Georgia's Non-Discrimination and Anti-Harassment Policy**, which includes official policy statements on discriminatory harassment, sexual harassment, academic freedom, student-to-student complaints and the right to appeal. For a direct link to UGA's **Non-Discrimination and Anti-Harassment Policy**, see <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>.



IIX. STUDENT SUPPORT

SSW STUDENT LIFE

At the School of Social Work, you are part of a community that is passionate about creating a better world. Whether organizing social justice events or participating in student organizations, you have many opportunities for professional and personal growth while engaging in activities that advance well-being for all. We provide the resources and a home base from which you can engage with the world. Explore our [Student Affairs](#) page and contact an advisor if you have any questions.

SSW COMPUTER LAB

The computer lab is on the second floor of the School of Social Work Building. Services that are available to you in the computer lab include e-mail, [UGA libraries](#), and [ATHENA](#) for registration. All computers in the lab include up-to-date software for your word processing, spreadsheet and presentation needs. Please feel free to consult with one of our school's technology support staff for assistance in the labs. We also offer free printing to SSW students.

STUDENT FINANCIAL AND/OR HARDSHIP SUPPORT

When you are a student, sometimes budgets just get tight, and it is hard to buy day-to-day things. If you are having financial stress right now and cannot afford some of the basics, please feel free to take what you need from the toiletry supply drawers located in the bathrooms on the first floor of the School of Social Work building. If you are having a hard time affording office supplies for school, we have an office supply drawer located in the Dean's suite. If you are in a more fortunate position and would like to donate to either of the supply drawers, contact Mandi Albanese at mandih@uga.edu in the Dean's suite.

STUDENT CARE AND OUTREACH

SCO can help students during a range of crises, financial and otherwise. They offer support services, including food vouchers and community support referrals, and maintain a list of all on-campus pantries (food, clothing, supplies) on their [Financial Hardship](#) page.



IIX. STUDENT SUPPORT

STUDENT RESOURCE CENTER

If you have a need, UGA Student Affairs has an answer. Check out this Student Affairs [Student Resources page](#) to find support across 16 departments, including welcome services, well-being support, belonging, and engagement. These resources are available to all students, on and off campus.

GRAMMARLY WRITING ASSISTANT (FREE)

The School of Social Work has a school-wide subscription to [Grammarly](#), a useful tool that enables users to proofread and edit documents for grammar and spelling. Both a web version and one that integrates with MS Word are available and users can choose editing input based on six different styles of writing: business, academic, casual, technical, creative and general.

To Create Your Account:

1. Add info@send.grammarly.com and donotreply@grammarly.com to the list of contacts.
2. Go to the [Grammarly setup page](#).
3. Provide your name, @uga.edu email, and set up a password.
4. Check your inbox for the email and click on the activation link.
5. Apply the access code TOaxfWPGyToYVTbP

If you already have a free Grammarly account associated with your institutional email:

1. Log out of your [individual account](#).
2. Go to the [Grammarly login](#) page and log in to your account again.
3. Check your email (Inbox and spam folder) for a confirmation email and click the link inside. It will redirect you to the right page for the next step.

Download the Apps

To make sure you get the most out of Grammarly, there are some additional helpful features for Microsoft Word, Internet browsers, emails, and the desktop! You can find all Grammarly products listed [here](#).



IIX. STUDENT SUPPORT

QUICK RESOURCE LINKS

MA NML PROGRAM

[Main Page](#)

[Forms & Resources](#)

[Curriculum Sequencing & Field Internship](#)

STUDENT RESOURCES

[ELearning Commons \(ELC\)](#)

[ATHENA](#)

[Enterprise Information Technology Services \(EITS\)](#)

UNIVERSITY RESOURCES

[Career Center](#)

[Disability Resource Center](#)

[Emergency Preparedness & Safety](#)

[Graduate School](#)

[International Student Life](#)

[Mentor Program](#)

[Registrar](#)

[Student Care & Outreach](#)

[Transportation and Parking](#)

[University Health Center](#)

[University Housing](#)

SCHOOL OF SOCIAL WORK

[School of Social Work Main Page](#)

[Institute for Nonprofit Organizations](#)



IX. FINANCIAL ASSISTANCE/EMPLOYMENT

GRADUATE SCHOOL FINANCIAL ASSISTANCE

For more information regarding available Graduate School-based financial assistance, check the Graduate School web site at: <http://grad.uga.edu/index.php/current-students/financial-information/>

INPO ASSISTANTSHIPS AND SCHOLARSHIPS

The Institute offers graduate assistantships and scholarships to qualified students who have been accepted into or are enrolled in the MA NML program. For additional information, contact the program director office.

ON-CAMPUS EMPLOYMENT OPPORTUNITIES

The University of Georgia Career Center contains listings posted by prospective employers both on- and off-campus. A student employment fair will be held yearly for students seeking part-time jobs.



MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP

APPENDIX A - PAST/PRESENT INTERNSHIP SITES

- 5 Buckets 4 Shovels
- Advantage Behavioral Health
- American Cancer Society
- American Museum of Papermaking
- American Red Cross of Central Georgia
- Americorps Hands On Atlanta
- Athens Area Humane Society
- Athens Arts Council
- Athens Grow Green Coalition
- Athens-Clarke Heritage Foundation
- AthFest Educates
- Atlanta Contemporary Art Center
- Big Brothers/Big Sisters
- Bigger Vision
- Bike Athens
- Books for Keeps
- Boybutante Aids Foundation
- Brightpaths
- Camp Hope and kidz2leaders, Inc.
- Camp Twin Lakes-Will-A-Way
- Cancer Foundation of NE GA
- Canopy
- Carter Center
- CASA
- Catholic Social Services
- Chess & Community
- Children's Healthcare of Atlanta
- Cobb Christmas, Inc.
- Community Connection of NE GA
- Athens Community Council on Aging
- Fanning Institute
- Food Bank of NE GA
- For God So Loved (FGSL)
- GA Center for Nonprofits
- Georgia Aquarium
- Georgia Museum of Art
- Georgia Museum of Natural History
- Georgia River Network
- Girl Scouts of Historic GA
- Girl Talk
- Global Samaritans
- Governor's Intern Program
- Habitat for Humanity
- Home of Hope at Gwinnett Children's Shelter
- Historic Athens
- Hope Haven
- International Rescue Committee
- Jeanette Rankin Foundation
- Live Forward
- Marcus Jewish Community Center of Atlanta Multi-Agency Alliance for Children (MAAC)
- Nuçi's Space
- Oconee Cultural Arts Foundation
- Path Project
- Piedmont Rape Crisis Center
- Planned Parenthood of Atlanta
- Plywood People
- Project Safe
- Redeemer Presbyterian Church
- San Diego Food Bank
- Sandy Creek Nature Center
- Sierra Club
- Soul Hope
- Special Olympics International
- St. Mary's Health Care System Foundations Starlight Children's Foundation
- Susan G. Komen of Central Georgia
- The ArtReach Foundation
- The Cottage Sexual Assault Center & Children's Advocacy Center
- Together Georgia
- Town and Gown Drama Theatre
- UGA Athletic Association
- UGA Development Office
- UGA GAPS – Graduate and Professional Scholars
- United Way of Atlanta
- United Way of Northeast Georgia
- Upper Oconee Watershed Network
- Williamstown Theatre Festival
- WinShape Foundation
- World Vison



MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP

APPENDIX B - SSW GRADE APPEALS & ACADEMIC AND PROFESSIONAL PERFORMANCE POLICY

Approved by full faculty on November 18, 2011; revised November 16, 2012

The fundamental recommendations are to 1) have one grade appeals and student academic and professional performance policy for each of our four academic programs, and 2) have two standing committees that resolve grade appeals and student academic and professional performance matters. One committee will be responsible for student grade appeals only, and the other with matters associated with a student's academic and professional performance. The following is a non-exhaustive list of possible academic and professional performance concerns:

- Student receives a grade of C- or lower in MNML 7055 or a highly negative final semester evaluation;
- Student receives an overall cumulative grade point average below 3.0 for graduate students;
- Student is dismissed from internship;
- Student receives a grade of C-minus or below in a required course; and
- Student exhibits a pattern of behavior that is judged to hinder the student's development as a professional.

Each committee will comprise three School of Social Work faculty, including chairpersons, who serve three-year staggered terms to ensure committee continuity. The chairperson and members will be elected by the full faculty, and the chairperson of each committee will be at the rank of associate professor or higher and be tenured.

Graduate Appeals Committee

Student appeals of course grades should be directed to the chairperson of the grade appeals committee.

Appeals must be filed with the committee chairperson within one calendar year from the end of the term in which the grade was recorded. Grade appeals must be made in writing by the student and must include the following information:

1. The decision that is being appealed;
2. Rationale for the appeal;
3. Expected outcome of the appeal; and
4. Documentation of efforts to resolve the issue at a lower level (i.e., with the course instructor).

Students must include supporting documentation (e.g., syllabi, graded assignments, copies of e-mail communication) with the letter of appeal. The committee chairperson will gather information from the Instructor of Record and others and consult with the committee to determine if a full committee review is warranted.



MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP

APPENDIX B cont.

Primary criteria for a successful grade appeal are the demonstration that the grade was the result of a factual error, capricious or arbitrary grading, or that it was influenced by improper or unprofessional bias on the part of the instructor. The committee chairperson will poll the committee about the legitimacy of the grade appeal and communicate this decision to the student in writing within 14 days of receiving the request for an appeal. If the appeal is decided to be appropriate for a full committee review, the chairperson will convene the committee to review the appeal, to hear both the students and faculty member's perspective separately, and to render a decision on the matter. The committee's decision will be communicated in writing to the student and professor by the committee chairperson within 10 working days.

The committee can decide to either support the existing grade or recommend a modification. Grade appeal decisions can be appealed by the student to successive levels as listed:

1. Dean's Office of the School of Social Work,
2. Graduate School (for Graduate Students), and
3. Educational Affairs Committee of the University Council (for all students).

Academic and Professional Performance Committee

Concerns raised by faculty and/or a specific academic program about a student's academic status or professional conduct will be reviewed by this committee. Referrals of concerns initiated by faculty members or a program are to be made to the committee chairperson, who, in turn, will collect information from appropriate faculty members, the student's faculty advisor, and the referring faculty member. Once the information has been collected, the committee chairperson will poll the committee to determine whether to initiate a full committee review. If a full committee review is not recommended, the committee chairperson may recommend that the student, the referring faculty member, and the Program Director develop and document a plan to resolve the concern. Progress on goals should be monitored and documented. However, if a full committee review is recommended, the student, faculty advisor, and individual faculty member filing the concern will be notified in writing by the committee chairperson that a full review will occur. Additionally, the committee chairperson will notify the student of the specific concern being raised. A full committee review will require the committee to do the following:

1. Collect & review written and other materials related to the student's academic or professional performance;
2. Have the option of requesting to speak with the student and faculty member filing the concern separately (Likewise, the student and faculty member have the option of meeting with the committee, but separately);
3. Have the option of speaking with other relevant persons such as the faculty advisor or other faculty member chosen by the student for support; the faculty liaison, the field instructor or other representative of the field agency, field coordinator, and field director if it is a field education performance issue; and/or the course instructor if it is a classroom or course performance concern; and



MASTER OF ARTS IN NONPROFIT MANAGEMENT & LEADERSHIP

APPENDIX B cont.

4. Render a decision, which may include, but is not limited to: a) No action, b) Modification of program of study; c) Remediation plan, d) Placement on probationary status, e) Field placement change with or without remediation, f) Leave of absence, or g) Dismissal from the program.

Finally, an unfavorable decision can be appealed at a series of successive levels. A committee's decision can be appealed to 1) The School of Social Work Program Director (of the program in which the student is enrolled); Program Directors' decisions can be appealed to 2) the Dean of the School of Social Work; the Dean's decision can be appealed at the University level to 3) the Graduate School (for graduate students only), and 4) to the Educational Affairs Committee of the University Council (for all students). To appeal decisions within the School of Social Work, students should adhere to the following procedures:

- Appeals must be made within 14 days of receiving a ruling
- Appeals must be made in the form of a written letter that clearly and concisely explains the appeal and includes all supporting information and accompanying documentation
- Appeal letters must include the student's full name, postal address, UGA email address, and phone number
- Appeals may not be prepared on behalf of the student by another party
- If an appeal is based on a medical or personal hardship, supporting documentation
- of that particular hardship must be provided

Once all appeal documents are submitted by the student, the party to whom the appeal is addressed will make every effort to render a decision within 30 days. However, if additional time is needed for any reason, the student will be informed by letter.

For appeals at the University level outside the School of Social Work, please visit the website for the **Office of the Vice President for Instruction**.

Excluded from the above procedures is any allegation involving discrimination or harassment in violation of the University of Georgia's Non-Discrimination and Anti-Harassment Policy and Sexual Orientation Policy. Those matters shall be referred to the University's Equal Opportunity Office as required by University policy.





Master of Arts in Nonprofit
Management and Leadership Program
School of Social Work
UNIVERSITY OF GEORGIA



Still have questions? Reach out to nprofit@uga.edu for more.

*We are excited to see you succeed here in the Nonprofit
Management and Leadership Program at the University of
Georgia School of Social Work.*