

ASU COLLEGE of PUBLIC PROGRAMS



Nonprofit Youth & Human Service Leadership and Management: American Humanics Certificate Program BIS Concentration 2004-2005 and 2005-2006

The American Humanics Certificate Program at ASU prepares undergraduate students for careers of leadership in the nonprofit sector. This unique certificate program gives students an edge in the marketplace by offering innovative curricular (in-classroom) and co-curricular (out of classroom) activities designed to fully prepare students for their chosen field.

Students should:

- ❑ Schedule an appointment with Cindy Theisman in the American Humanics Office
Cindy.Theisman@asu.edu or (480) 965-5726
- ❑ Complete 18 hours of graded classroom work (internship or independent study not applicable)
- ❑ Take a minimum of 12 hours of upper division coursework from the approved list
- ❑ Earn a grade of “C” for all classes in the concentration
- ❑ Complete minimum of 15 hours residence credit at ASU Tempe Campus
- ❑ Maintain cumulative GPA of at least a 2.0
- ❑ Be Junior standing to take 400 level courses
- ❑ Use courses toward one concentration area only (no “double-counting” of courses)

Course Number	Course Title	Lower Division	Upper Division	Sem./Year Taken
M REC 220 (3)	Introduction to Nonprofit Youth & Human Service Organizations			
M REC 300 (3)	Fund Raising			
M REC 310 (3)	Volunteerism			
M REC 320 (4)*	Youth & Human Service Workshop			
M REC 420 (1-2)**	American Humanics Management Institute			
M REC 430 (3)	Managing Nonprofit Organizations			
M REC 463 (12)	Senior Internship			
Hours Required		3	27	
Total Hours Required		30		
<p>* To be taken for 1 credit hour each semester for 4 semesters ** Taken for 2 credits for participation in the first REC 420; 1 credit for each subsequent enrollment.</p>				

Updated 01/18/05

Course Title and Description

REC 220 Introduction to Nonprofit Youth and Human Service Agencies. (3 credits)

Offered fall and spring

Introduction to the not-for-profit youth and human service sector and its role in United States society, the economy, and service delivery systems.

REC 300 Fund Raising. (3 credits)

Offered once a year

Methods, techniques, and directed experience in fund raising for voluntary youth and human services agencies. Budget control and accountability.

REC 310 Volunteerism. (3 credits)

Offered once a year

Administration of volunteer service programs. Studies and analyzes the volunteer personnel process.

REC 320 Youth and Human Service Workshop. (1 credit)

Offered fall and spring

Professional seminar featuring nonprofit executives; variable topics on nonprofit and youth leadership. Forum for exchange between students and professionals. May be repeated for credit. Prerequisite: instructor approval.

REC 420 American Humanics Institute. (1–2 credits)

Offered fall and spring

National Management Institute for preparation of youth development and nonprofit professionals. Out-of-state conference includes seminars and case studies. May be repeated for credit. Prerequisite: instructor approval.

REC 430 Managing Nonprofit Agencies. (3 credits)

Offered spring

Analyzes administrative structure, decision making, and program delivery with not-for-profit youth and human service agencies. Prerequisites: REC 220; senior standing.

REC 463 Senior Internship. (6 or 12 credits)

Offered fall, spring, summer

Supervised guided experience in selected agencies. Fee. Prerequisites: REC 462; Recreation major; senior standing.