

# **Nonprofit Immersion Program Program Description and Student Expectations Document**

## **Nonprofit Immersion Program Mission:**

- Prepare Ohio State students to be responsible community leaders through an immersive experience with boards of local nonprofit organizations
- Provide Ohio State students with development of leadership and organizational skills
- Support nonprofit organizations and the local community by offering a fresh perspective and skill set

## **Program Description**

The Nonprofit Immersion Program is an advanced leadership program that matches Ohio State undergraduate students with local nonprofit organizations to provide students the opportunity to gain insight into the inner workings of nonprofit organizations, beyond hands-on volunteer experiences.

Through this cohort-based program, Nonprofit Immersion Program students will develop leadership and organizational skills, cultivating a valuable and relevant skill set of a future community leader. The students' immersive experience with board members and volunteers at the partner nonprofit agency will be supplemented by content provided during bi-weekly meetings throughout the academic year.

Two students will be matched with each nonprofit partner. Additionally, students will be assigned mentors and participate as non-voting members of the organization board from September 2019 to April 2020. Students will identify, design, and complete a comprehensive project that addresses a current need of the organization and utilizes the students' strengths. The project component exposes students to various aspects of nonprofit organizations, while also inspiring a lifelong commitment to community and civic engagement.

Board members and nonprofit staff will benefit from the critical analysis and recommendations from the project, as well as participating in the development of future community leaders who may be potential candidates for board positions and nonprofit management.

## **Benefits and Learning Objectives for Participating Students**

- Hands-on project creation and implementation experience
- Leadership and professional development
- Exposure to the realities of working for a nonprofit, and serving on a nonprofit board so that eventually, students can articulate how nonprofits operate, make decisions, and impact the community
- Connection of theoretical ideas from within the classroom to practical experiences within the context of various nonprofit agencies
- Development of relationships with students, staff, and community members

## **Benefits for Nonprofit Organization Boards**

- Fulfillment of an organizational need through the students' completion of a project
- Receipt of an honorarium at the closure of the academic year
- Participating in the development of a future community leader by sharing expertise

## Expectations

- Students must **volunteer at least 15 hours total** with their nonprofit partner during the fall semester
- Students must **attend at least 2 board meetings** by the end of the school year (unless board meetings conflict with classes, exams, bi-weekly cohort meetings, or other mandatory requirements)
- Students must **attend all bi-weekly meetings**
  - Acceptable reasons for *excused absences*:
    - The meeting conflicts with a class, exam, or other mandatory academic requirements
    - Students are sick or have a doctors/counseling/other medical appointment scheduled during the meeting time
    - Students have a personal or family emergency
  - *Unexcused absences*, include but are not limited to:
    - Needing the meeting time to study
    - Scheduling a work shift during the meeting time
    - Attending social events scheduled during the meeting time
    - Attending other student organization meetings
  - Attendance will be taken at every meeting. *Students are allowed 2 unexcused absences for the entire school year.* If a student exceeds 2 unexcused absences, they will be required to meet with the NPIP advisor in person to discuss their absences.
- Students must **complete a project** with their nonprofit agency. Students must also:
  - Submit a project proposal to the NPIP advisor by the end of the fall semester
  - Present their project to the nonprofit agency staff and/or board AND to the rest of the NPIP cohort at the last meeting of the year
- Students must **visit at least 1 other nonprofit agency, different from their assigned partner agency** to gain a breadth of exposure to the nonprofit sector in Columbus
- Students must **maintain regular communication with NPIP advisor, nonprofit agency, and student partner**. This includes but is not limited to, answering emails in a timely manner, being proactive about concerns or issues that arise (i.e. problems with the partner agency, problems with scheduling, personal/academic struggles, etc.) and actively participating in the aforementioned program requirements.

If students fail to fulfill any of the expectations listed above, they will be required to meet with the NPIP advisor, in-person. After this conversation the NPIP advisor has the right to allow the student to continue their involvement on probationary terms or dismiss the student from the program. "Probationary terms" simply mean that if a student misses another meeting, they will automatically be dismissed from the program.

Students are encouraged to be as open and honest as possible about any and all issues that they encounter throughout the year. If there is a reason why students are unable to attend meetings that falls outside of the "excused" reasons, students should speak with the NPIP advisor. We would much rather take a preventative (as opposed to reactionary) approach to students' engagement and successful participation in the Nonprofit Immersion Program. Students should never hesitate to reach out to the advisor, or other Ohio State campus resources, with any questions or concerns.

## Meeting Dates and Locations

**\*All meetings will be held bi-weekly on Wednesdays, from 6-7pm unless noted otherwise**

August 28<sup>th</sup>, 2019 – Round Meeting Room  
September 11<sup>th</sup>, 2019 – Round Meeting Room  
September 25<sup>th</sup>, 2019 – Round Meeting Room  
October 23<sup>rd</sup>, 2019 – Round Meeting Room  
November 6<sup>th</sup>, 2019 – Round Meeting Room  
November 20<sup>th</sup>, 2019 – Round Meeting Room (*project proposals due!*)

January 8<sup>th</sup>, 2020 – Brutus Buckeye Room  
January 22<sup>nd</sup>, 2020 – Brutus Buckeye Room  
February 5<sup>th</sup>, 2020 – Brutus Buckeye Room  
February 19<sup>th</sup>, 2020 – Brutus Buckeye Room  
March 4<sup>th</sup>, 2020 – Brutus Buckeye Room  
March 18<sup>th</sup>, 2020 – Brutus Buckeye Room  
April 1<sup>st</sup>, 2020 – Brutus Buckeye Room  
April 15<sup>th</sup>, 2020 – Brutus Buckeye Room (*final presentations!*)

Please check the box below if you agree to the expectations outlined in this document.

- I have read this document and understand and accept what is expected of me, as well as the consequences I may encounter if I fail to meet the outlined expectations.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For more information, or if you have any questions, please contact Alyssa Johnson, [Johnson.4452@osu.edu](mailto:Johnson.4452@osu.edu) or 614-688-3518, or visit our website at <http://go.osu.edu/NPIP>