

ASKEW SCHOOL CIVIC AND NONPROFIT CERTIFICATE ADVISING FORM

NAME _____ ADVISOR _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

REQUIRED COURSES:	SEMESTER (Planned/Taken)	GRADE
PAD 5142 Nonprofit Management	____/____	____
PAD 5147 The Independent Sector	____/____	____

Select at least two (2) of the following **Certificate Optional** courses:

PAD 5208 Nonprofit Budget and Finance	____/____	____
PAD 5335 Strategic Leadership in Communities	____/____	____
PAD 5206 Fundraising and Fund Development	____/____	____
PAD 5946 Public Service Internship	____/____	____

Certificate Recommended Electives: Select two (2) additional courses from Certificate Optional courses, above, from the approved list in the program statement, or from other specialized fields by approval from the faculty advisor or MPA Director:

NAME OF COURSE	PLANNED/TAKEN	GRADE	ADVISOR SIGNATURE
_____	____/____	____	_____
_____	____/____	____	_____

CAPSTONE ESSAY: This requirement may be met in one of three ways:

	DATE COMPLETED	ADVISOR SIGNATURE
Non-credit Essay	_____	_____
Nonprofit-Related Action Report	_____	_____
Nonprofit-Related Final Course Paper	_____	_____

KNOWLEDGE-BASED LEARNING OBJECTIVES. After completion of all other requirements, the student demonstrates basic understanding of the following knowledge about nonprofit organizations:

Description of documentation for IRS annual financial reporting	_____
Explanation of the IRS legal classification system for nonprofit organizations	_____
Explanation of the types of government-nonprofit relations that exist in the U.S.	_____

CERTIFICATE COMPLETED: After final advisor signoff, student gives form to the Program Coordinator.

ADVISOR SIGNATURE: _____ **DATE** _____