

English 4020, Grant Writing

Fall 2013

Course Day & Time: Monday & Wednesday 2:00-3:15

Location: Conger Hall, Rm318

Instructors:

Amy Warren

Office: Bowen 219

Phone: 229-391-5093

Email: awarren@abac.edu

Office Hours:

MW 10:00-11:00

MTWR 3:30-4:00

Anytime Friday by appt.

Wendy Harrison

Office: King 2A

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Office Hours:

MW: 10-11:00, 1:00-2:00

T, Th: 9:00-11:00

And by Appointment

Course Materials:

The Only Grant Writing Book You'll Ever Need, Ellen Karsh & Sue Fox

A jump drive

A pocket folder

Course Description:

Grant and proposal writing skills offer a competitive edge for job-seekers across many disciplines. Grounded in the interplay of education, government, and non-profits, this workplace writing course concentrates on formal documents, specifically proposals, grants, and reports found in a variety of organizations. Students engage in service learning with community partners to enhance practical application of course concepts.

Course Outcomes:

Students who complete the course will:

1. Identify key components and practical steps for writing proposals and grant applications
2. Apply research principles and methods to conduct needs assessment and grant and proposal writing
3. Evaluate funding options and create funding relationships
4. Demonstrate writing abilities needed to function within a professional setting.
5. Develop a grant proposal by working collaboratively with a community partner and classmates
6. Recognize the value of social networks and connections of individuals across the workplace and institutions to create proposals and opportunities for community programs

Course Policies

Attendance Policy/Absences: We will take roll every day. It is your responsibility to make sure that you are counted present. The instructor does NOT distinguish between excused and unexcused absences. If your body is not physically in the class then you are absent. You may miss no more than 4 classes or the equivalent of 2 weeks worth of instruction. Your reason for being absent is your business. You should

take care, however, to make sure that each absence is really necessary. If you use up your absences for not-so-serious reasons and then you find yourself really sick, you will be in a mess of your own making. If you find it necessary to miss a number of classes for medical reasons, you should consider contacting Dr. Maggie Martin about securing a medical withdrawal from ABAC. Institutional absences do not count as absences. The student is responsible for all work regardless of absences.

ATTENDANCE POLICY:

More than four (4) absences = FAILURE. _____
(Please sign in the space provided.)

Work that is not turned in during the assigned class period and at the assigned time is late. At no time will a student be able to make up a pop quiz that is missed due to either tardiness or absence regardless of the reason or excuse. Any pop quiz missed will result in the student receiving a 0 (zero) for that assignment. There are NO EXCEPTIONS to these instructor policies!

The final date to withdraw from this course without penalty is 3:00 p.m. Thursday, October 3rd, 2013. Withdrawal from the course is the responsibility of the STUDENT. Initiating a withdrawal from a course begins by the student receiving a withdrawal slip from the course instructor. It is the student's responsibility to initiate this process with the instructor! No "Withdrawal" or "Withdrawal Failing" marks will be given by this instructor at the end of term. A student who stops attending class without officially withdrawing from the course is subject to the instructor's attendance policy and will receive a grade of "F" for the course. (Refer to the ABAC Catalog for College Attendance Policy.)

Cell Phone Policy

Pagers and cell phones will be turned off or not brought to class. All students will be required to put away their headphones and "ear bug" remote devices while in class. Students will not be excused from class to use a phone or answer a page, unless they are sworn police officers or emergency personnel on duty. Text messaging while someone is teaching a lesson is very distracting and, frankly, rude and disrespectful. It

is not enough that you put your phones on "private" or "silent" during class – you will be required to put them away, leave them alone, and devote your attention to learning, which is essentially why you are in the class to begin with.

Tardies: There are no excused tardies. Three tardies make an absence. If a student is tardy it is the responsibility of the student to see the instructor immediately after class to ensure that they were marked tardy instead of absent. Failing to see the instructor about this issue immediately following the class period in question may result in the tardy remaining an absence. This issue is at the discretion of the instructor.

Late papers: You may submit one assignment late with no penalties, and this paper may be only one class period late. After one late paper, each subsequent assignment that is submitted late will result in the loss of 10 points for every day the paper is late. Students are responsible for any assignment missed due to absence, and it is solely the responsibility of the student to seek out the instructor to get any assignments that may have been missed. Assignments are due on the due date regardless of the student's presence. If you do not turn in your work, you will incur the late penalty.

The student has 48 hours to make up the exam and/or at the discretion of the instructors. The make-up exam may vary from the original exam given. It is at the instructor's discretion whether to allow a student to make up a test.

One further note-Your **work is due at the beginning of class. Computer failure, printer failure, flash drive issues, teething puppies, and lack of empty computers at the computer lab are not valid excuses.**

Turnitin.com: You may be required to submit assignments to Turnitin, a plagiarism detection service.

Plagiarism: The penalty for intentional plagiarism is failure of the class. It doesn't matter if you plagiarize the first week of class or the last, the penalty is the same. If you are unsure what intentional plagiarism is, it is your responsibility to ask questions.

Cell phones: You should not use your cell phone during class. If you do, you are likely to lose points for class participation,.

Group work: Some of the assignments below will be completed as part of a group. You will be evaluated during these assignments on how well and how much you contribute to the project. It is your responsibility to make clear that you are contributing to the group and doing so in a spirit of helpfulness and collegiality.

Documentation: Any documentation will be done in APA style.

Course Assessment/Grades:

Assignment	Outcome Correlation	Total Possible Points	Points Earned
Report on "your" organization	4, 5, 6	10	
Developing a proposal idea/letter of intent	1,2, 4, 5	10	
Project summary/abstract	1,2, 4, 5	10	
Needs statement	1, 2, 4, 5	10	
Project description/goals and objectives	1, 2, 4, 5	10	
Evaluate/Measure	1, 3, 6	5	
Budget	1, 3	5	
Quizzes and final exam	1, 3	30	
Daily Grades/Class participation	1, 2, 3, 5, 6	10	
		Total Points Earned	

Course Schedule

*** This is a tentative, general schedule for this course. We reserve the right to change this schedule to meet to needs of the group. If you want to know assignments exactly, you should come to class. If you miss class, it is your responsibility to determine what you missed. Homework will be posted daily on D2L, so you if do have to miss a class, you should be able to know the next day's assignments

Week One (August 14): Course introduction, Introduction – Lesson 2 in text.

Week Two (August 19-21): What is a grant? Why is there a need for grants? Who funds grants? Lessons 3, 4, and Funder's Roundtable in the text.

Week Three (August 25-28): Same as previous week.

Week Four (September 4): * Sept 2- **Labor Day Holiday**. Researching "your organization. Lessons 5-7 in text.

Week Five (September 9-11): Same as previous week..

Week Six (September 16-18): Needs statement. Lesson 8 in text. Project description/goals and objectives. Lessons 9 and 10 in text.

Week Seven (September 23-25: Same as previous week.

Week Eight (September 30-October 2): Project description/goals and objectives. Lessons 9 and 10 in text. (October 3 is the last day to withdraw from a class with a W. It is your responsibility to initiate and complete this process.)

Week Nine (October 7-9): Same as previous week.

Week Ten (October 14-16): **FALL BREAK!!!!!!!!!!**

Week Eleven (October 21-23): Evaluate/measure. Lessons 11, 12, and 15 in text.

Week Twelve (October 28-30): Same as previous week.

Week Thirteen (November 4-6): Budget. Lessons 13 and 14 in text.

Week Fourteen (November 11-13): Project summary/abstract. Lesson 16.

Week Fifteen (November 18-20): Putting it all together.

Week Sixteen (November 25, November 27-29 are **Thanksgiving Holidays**): Putting it all together.

Week Seventeen (December 2-4, December 6 is the last day of class): Putting it all together.

Week Eighteen (December 9-12): Final Exam- Wednesday, Dec. 11th @ 2:45