COURSE NUMBER
HSP 3351

COURSE TITLE
Basic Grant Writing

CREDITS
Three Semester Credit Hours (3-0-0)
Online Class: Meets completely online using Blackboard

PREREQUISITE COURSES
None

CO-REQUISITES
None

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Basic Grant Writing course. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate/Graduate Student Handbook should be reviewed before taking this course. http://www.angelo.edu/student-handbook/

COURSE DELIVERY
This is an online course offering. The course will be delivered via the Blackboard Learning Management System. The course site can be accessed at http://blackboard.angelo.edu

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu) Select “Test your Browser” option.
FACULTY
Anne (Rabourn) San Miguel, MEd
Office: HHS 202D
Phone: (325) 486-6248
Fax: (325) 942-2755
Email: anne.rabourn@angelo.edu

OFFICE HOURS
E-Hours: Monday-Thursday, 8:30 AM – 9:30 AM & 200 PM – 3:00 PM by email, phone or by appointment.

COURSE DESCRIPTION
Developing effective grant writing skills are essential when competing for funds from government agencies and private foundations. This course provides the basic skills, principles, and techniques of successful grant writing to develop a competitive funding proposal for non-profit organizations.

COURSE OVERVIEW
This course consists of online discussion boards, writing assignments, and individual participation.

The ability to write clearly, concisely and accurately is very important to grant writing. Although the course will discuss effective writing, students who feel they need to improve these skills are encouraged to take advantage of the Writing Center for help.

Students should participate actively in all online discussions as they are part of your overall grade. The minimum response from each student is: (1) to post a response to the original or initial posting or question and (2) to post a response to another student’s posting. If you choose, posting more than one response is fine.

Late assignments will not be accepted without prior approval. This is an 8 week course. You must keep up with your assignments to progress to the next chapter.
STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and develop the components of a grant proposal</td>
<td>Quizzes</td>
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<tr>
<td></td>
<td>Discussions</td>
</tr>
<tr>
<td></td>
<td>Assignment</td>
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<tr>
<td>Research a nonprofit, select a funder</td>
<td>Assignments</td>
</tr>
<tr>
<td></td>
<td>Discussions</td>
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<tr>
<td>Write a grant proposal</td>
<td>Final grant proposal and paper</td>
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REQUIRED TEXTS AND MATERIALS

*The Only Grant-Writing Book You’ll Ever Need* – 4th Edition, Ellen Karsh and Aren Sue Fox


*** The *APA Manual* is available at the ASU library, at the bookstore, or online at [www.apa.org](http://www.apa.org)

OTHER REQUIRED MATERIALS

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable recommended (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University’s Distance Education website for further technology requirements: [http://www.angelo.edu/distance_education/](http://www.angelo.edu/distance_education/)

GRADING SYSTEM

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.
EVALUATION AND GRADES
Your grades will be recorded in the Bb gradebook.

Graded assignments, activities and percent of the overall course grade:

<table>
<thead>
<tr>
<th>Assignment Description</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Self-Introduction Discussion</td>
<td>2%</td>
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<tr>
<td>Discussion Forums (4 group discussions)</td>
<td>18%</td>
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<tr>
<td>Quizzes (2 quizzes)</td>
<td>10%</td>
</tr>
<tr>
<td>Course Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Needs Assessment</td>
<td></td>
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<tr>
<td>Title Page</td>
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<tr>
<td>Goals and Objectives</td>
<td></td>
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<tr>
<td>Organization</td>
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<tr>
<td>Budget</td>
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<tr>
<td>Sustainability</td>
<td></td>
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<tr>
<td>Implementation</td>
<td></td>
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<tr>
<td>Final Grant Application (final project)</td>
<td>40%</td>
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<tr>
<td>TOTAL</td>
<td>100%</td>
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</tbody>
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TEACHING STRATEGIES
Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material with their peers.

ASSIGNMENT/ACTIVITY DESCRIPTIONS

Discussion Board Activities:
Discussion Boards provide an avenue for synthesis of material / information. A Discussion Board is provided in this course as a way to help students’ process course materials, express thoughts, and engage others opinions and ideas in a healthy and productive learning environment. Students are
expected to respond to all discussion board assessments using the “Online Discussion Rubric” to support individual answers to the assigned questions throughout this course.

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in the following documents:
- Angelo State University Student Handbook located on the ASU website http://www.angelo.edu/student-handbook/
- ASU Undergraduate Catalog located on the ASU website https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog

IMPORTANT UNIVERSITY DATES
January 14  First day of 8-week course
January 21  Holiday
March 8     8-week course ends
May 11 - 15 Spring Break

STUDENT RESPONSIBILITY & ATTENDANCE
ON-LINE: This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, quizzes, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

COMMUNICATION
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via Blackboard: It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA (2010) 6th edition (2nd Printing or higher only) guidelines for referencing.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone or Skype.
Use Good "Netiquette":
• Check the discussion frequently and respond appropriately and on subject.
• Focus on one subject per message and use pertinent subject titles.
• Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
• Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else's messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

ASSIGNMENT SUBMISSION
In this class, all assignments need to be submitted through the Assignments link in the Blackboard course site. This is for grading purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at anne.rabourn@angelo.edu and attach a copy of what you are trying to submit. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

LATE WORK OR MISSED ASSIGNMENTS POLICY
The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

ACADEMIC HONESTY
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Archer College of Health and Human Services adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook http://www.angelo.edu/student-handbook/community-policies/academic-integrity.php. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of
academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

**PLAGIARISM**
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the *APA Style Manual of the American Psychological Association* as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center [http://www.angelo.edu/dept/writing_center/](http://www.angelo.edu/dept/writing_center/).

**STUDENTS WITH DISABILITIES**
1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

**INCOMPLETE GRADE POLICY** *(OP 10.11 Grading Procedures)*
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.
STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

COURSE EVALUATION
Students are provided the opportunity, and are strongly encouraged to participate in a course evaluation at the end of the semester. Areas on the IDEA evaluation include:
1. Gain a basic understanding of the subject (factual knowledge, methods, principles, generalizations, theories)
3. Learning to apply course material (to improve thinking, problem solving, and decisions)
8. Developing skill in expressing oneself orally or in writing

End of syllabus.