



**Studio 7: ARTS 546.801.21586 / Design Grant Writing  
COURSE SYLLABUS: Spring 2014**

**Instructor:** Margaret DeBosier

**Class Meeting Times:** Wednesdays 6:00pm - 10:00pm (1/15/14 to 5/7/14)

**Class Meeting Location:** Universities Center at Dallas, Room TBD

**Consultation Hours:** Monday – Friday, 9am-6pm (by appointment only)

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**COURSE INFORMATION**

**COURSE DESCRIPTION**

Money to be donated for worthwhile projects is available from many sources. Grants are there for the taking, but in order to obtain the money, a grant must be written in a specific manner and provide a compelling rationale for deserving the money. Applying for a grant can seem like an overwhelming task. This grant writing class is designed to provide a foundation in the fundamentals of grant writing so that the task is easy and enjoyable. The class includes key components of a grant proposal, problem statements, developing goals and objectives, and writing a sample grant proposal.

**COURSE GOALS & OBJECTIVES**

1. Understand the components of a grant proposal and how they work together to make a compelling case for the awarding of a grant
2. Develop collaboration techniques in order to effectively use research and analysis for the development a grant proposal
3. Demonstrate understanding of the 11 key grant proposal components
4. Demonstrate understanding of grant evaluation methodologies
5. Understand the components and points-of-difference of a design-centric grant proposal
6. Identify grant possibilities available for pursuit within your field
7. Write an effective problem statement
8. Write a sample grant proposal

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**REQUIRED TEXTBOOK:**

*The Only Grant Writing Book You'll Ever Need*, Third Edition (August 25, 2009)

by Ellen Karsh and Arlen Sue Fox

Publisher: Basic Books

ISBN-13: 978-0-465-01869-7

ISBN-10: 0-465-01869-6

**RECOMMENDED TEXTBOOK:**

*Perfect Phrases for Writing Grant Proposals*

by Dr. Beverly Browning

Publisher: McGraw Hill

ISBN-13: 978-0-07-149584-4

ISBN-10: 0-07-149584-3

**COURSE STRUCTURE & EXPECTATIONS**

This class will be a combination of lecture, readings, assignments, class discussion, and written papers. Outside class work will consist of readings, response papers for discussion, and assignments. This class is designed to be a lecture and discussion class, *which means that it is imperative that you come to class prepared to engage and contribute for positive outcome.*

You are expected to perform at a consistently high, professional level throughout the semester. If there is anything that may keep you from performing at this level, you must contact the instructor immediately to discuss the issue.

**ASSIGNMENTS & PERCENTAGE OF GRADE**

*(Assignments are subject to change during the semester based upon the needs and progress of the class)*

- 1. Final Grant Proposal ..... 50%
- 2. Assignments ..... 20%
  - On-Time
  - Complete
  - Well thought out
  - Formatted in a scholarly fashion
  - Free of basic proofreading errors
- 3. Attendance & Participation..... 20%
- 4. Semester Notebook ..... 10%
  - Complete, including 2 CDs of Notebook Contents
  - Well-Organized

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**GRADE EVALUATION**

Your final grade will be based on an average of all assignments, attendance, and participation. The participation grade is based on the following:

- Dedication to methodology application
- Conceptual thinking ability and demonstration of critical thinking
- In-class involvement and contributions to group critiques
- A demonstrated desire to learn and a capacity to show progress and meet all deadlines

Grades will be discussed on an individual basis by appointment only - NOT in class.

**ATTENDANCE**

- Two tardies of 10 minutes or more equals one absence
- Nodding off or dozing in class will count as a tardy the first time and an absence any subsequent time(s).
- Attendance is mandatory. You are allowed two absences (any) during the semester before your grade is affected.
- Three absences will result in failing the class.
- On your first absence you will receive an email warning from the instructor that will be copied to Lee Whitmarsh and Virgil Scott and filed.
- On your second absence you will receive an email warning from the instructor that will be copied to Lee Whitmarsh and Virgil Scott and filed.

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**WHAT TO BRING TO CLASS**

- Notebook in which to take notes in class - You may bring a computer for this purpose
  - Textbook
  - An open mind, a thick skin, and a willingness to participate
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**STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact: Office of Student Disability Resources and Services, Texas A&M University-Commerce - Gee Library - Room 132 - Phone (903) 886-5150 or (903) 886-5835 - Fax (903) 468-8148 email <studentdisabilityservices@tamu-commerce.edu>

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**ACADEMIC INTEGRITY AND CONDUCT**

- All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See *Student's Guide Handbook, Policies & Procedures, Conduct*)
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**PLAGIARISM POLICY**

Plagiarism is defined in the Oxford English Dictionary as, "The action or practice of plagiarizing; the wrongful publication or purloining, and publication as one's own of the ideas, or expression of the ideas (literary, artistic, musical, mechanical, etc.) of another." Plagiarism occurs any time another's ideas or words are used without attribution. Direct quotations must be set off from other text by quotation marks ("") cited according to MLA standards; paraphrasing of another's ideas must also be cited according to MLA standards. Copying from other students also constitutes plagiarism. Prohibiting plagiarism and acknowledging the intellectual contributions of others are core values of scholarly professionalism and elements of U.S. civil and criminal law. Any offense wholly or partially touching the definition cited above constitutes plagiarism and is grounds for a failing grade of "F" in this class. No exceptions.

**Avoiding Plagiarism**

- *Allow time for reading*, rereading, absorbing information, taking notes, synthesizing, and revising your research strategy or conducting additional research as new questions arise.
- *Sloppy notetaking increases the risk that you will unintentionally plagiarize*. Unless you have taken notes carefully, it may be hard to tell whether you copied certain passages exactly, paraphrased them, or wrote them yourself. This is especially problematic when using electronic source materials, since they can so easily be copied and pasted into your own document.
- *Identify words that you copy directly* from a source by placing quotation marks around them, typing them in a different color, or highlighting them. (Do this immediately as you are making your notes. Don't expect to remember days or weeks later what phrases you copied directly.) Make sure to indicate the exact

beginning and end of the quoted passage. Copy the wording, punctuation and spelling exactly as it appears in the original.

- *Jot down the page number and author or title* of the source each time you make a note, even if you are not quoting directly but are only paraphrasing.
- *Keep a working bibliography* of your sources so that you can go back to them easily when it's time to double-check the accuracy of your notes. If you do this faithfully during the note-taking phase, you will have no trouble completing the "works cited" section of your paper later on.
- *Keep a research log.* As you search databases and consult reference books, keep track of what search terms and databases you used and the call numbers and URLs of information sources. This will help if you need to refine your research strategy, locate a source a second time, or show your professor what works you consulted in the process of completing the project.
- *You must cite direct quotes.*
- *You must cite paraphrases.* Paraphrasing is rewriting a passage or block of text in your own words. If you paraphrase, you must still cite the original source of the idea.
- *You must cite ideas* given to you in a conversation, in correspondence, or over email.
- *You must cite sayings or quotations that are not familiar, or facts that are not "common knowledge."* However, it is not necessary to cite a source if you are repeating a well known quote or familiar proverb. Common knowledge is something that is widely known. For example, it is widely known that Bill Clinton served two terms as president; it would not be necessary to cite a source for this fact.
- *These types of sources should be cited as well.* Printed sources: Books, parts of books, magazine or journal articles, newspaper articles, letters, diaries, public or private documents; Electronic sources: Web pages, articles from e-journals, newsgroup postings, graphics, email messages, software, databases; Images: Works of art, illustrations, cartoons, tables, charts, graphs; Recorded or spoken material: Course lectures, films, videos, TV or radio broadcasts, interviews, public speeches, conversations.

### **CLASS SCHEDULE**

A schedule of assignments, deliverables, and deadlines for the entire semester will be provided on the first night of class. Have it with you each week for review and revision if needed. If an adjustment becomes necessary, an announcement will be made in class. You are responsible for adhering to all adjustments to the schedule should they arise. If you are absent, you are responsible for asking classmates if any adjustments were made to the schedule.

All projects are due on the date and time given. NO late projects will be accepted for grading. You are responsible for turning your work in on time regardless of your attendance.