



**Studio 7: ARTS 597.801.23187 / Design Grant Writing
COURSE SYLLABUS: Spring 2018**

Instructor: Randy Presson

Class Meeting Times: Wednesdays 6:00pm - 10:00pm (1/17/18 to 5/16/18)

Class Meeting Location: Universities Center at Dallas, Room TBD

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

Office Phone: 214.744-1409, ext. 1

Office Fax: 214.744-1411

Email Address: rpresson@pressondesign.com

COURSE INFORMATION

STUDENT LEARNING OUTCOMES:

1. Strengthen application skill set to include software concept understanding, correct tool usage, correct document authoring
2. Exhibit comping skills and an understanding of branding
3. Gain understanding of professional expectations, presentations and processes through assignment work flow
4. Incorporate visual vocabulary into critiques and project conversations
5. Deepen student's visual well

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

RECOMMENDED 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.

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.

GRADING GUIDELINES

Grades will be assigned according to the following scale:

A – Work well above the general class level, evidence of participation in related activities outside of the classroom, thoughtful participation in classroom discussion and critique

B – Work above the general class level, participation in classroom discussion and critique

C – Average work, minimal requirements met

D – Work below class average, lack of participation and/or poor attendance

F – Inferior work, work not turned in, failure to attend class

In addition to project, quiz and test grades, students final grade will also be based on critique, participation and application, work ethic, and attitude. These specifications are applied with the following percentages:

(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

The Department of Art reserves the right to discontinue enrollment of art major students at any time if satisfactory academic progress is not being made. Students who have accumulated three unsatisfactory grades (D or F) in studio art or visual communication courses taken for college credit at Texas A&M University-Commerce or elsewhere will not be permitted to continue, be readmitted, or graduate with a major in studio art or visual communication. Courses in which a grade below the minimum is received may only be repeated once.

ATTENDANCE

FIRST ABSENCE: Admin will email the student and copy the instructor and Lee Whitmarsh

SECOND ABSENCE: Admin will email Lee Whitmarsh and copy the instructor and the student. Lee Whitmarsh will contact the student.

THIRD ABSENCE: Lee Whitmarsh emails the student that they have failed the course, the instructor and Aerielle are copied.

A tardy of 60 minutes equals one absence

Two tardies equals one absence

If a student does not show up for the final they automatically fail the class.
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester.
No eating in the classrooms. Please direct students to the gallery or 3rd floor space.

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

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@tamuc.edu>

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*)

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.

SCHOLASTIC DISHONESTY

- Scholastic dishonesty will not be tolerated in any class -related activity.
- Scholastic dishonesty includes, but is not limited to, the submission of someone else's materials as one's own work.
- Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion.
- Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. Cite your references.
- Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.
- Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.
- Academic dishonesty could result in expulsion from the University

INSTRUCTOR RESPONSE TIME

Communication from students will be responded to within 24 hours during the work week. Weekend communication will be handled the next business day unless noted by the instructor.

STUDENT CONDUCT

- All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).
- Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
Netiquette <http://www.albion.com/netiquette/corerules.html>

ADA STATEMENT 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: Rebecca.Tuerk@tamuc.edu

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

NONDISCRIMINATION NOTICE

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

TEXAS SENATE BILL-11

(Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

(<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses.

Report violations to the University Police Department at 903-886-5868 or 9-1-1.

HANDBOOK & SAFETY

All students enrolled in face-to-face art courses are required to comply with the procedures and policies of the Department of Art's *Health and Safety Guidelines*. The *Guidelines* cover activities in all A&M-Commerce art facilities on both the main campus and off-campus sites. Please report any safety issues immediately to your instructor(s), facilities technician, health and safety guidelines outlined, studio or lab assistant, or Brian Weaver, the department's Health and Safety Liaison. At the beginning of each semester in every course, the instructor will discuss with their students the inherent risks associated with art facilities and make sure they have read and completed the online *Health and Safety Guidelines* form.

Department of Art, *Health and Safety Guidelines*

<http://sites.tamuc.edu/art/resources/healthandsafety/>

Health and Safety Form (to be signed online by all students)

<https://dms.tamuc.edu/Forms/ArtLabPolicy>

*This must be completed on-campus while using the University Wi-Fi or Ethernet connections.

BUILDING SECURITY

An armed University security guard will be on site for floors 2-4.

Hours 2:00pm-11:00pm

COMMON DRIVE

All courses have a folder on the common drive. A copy of all final digital assignment work from undergraduate courses should be placed in the specific course folder.

All assignments that are not digital, i.e. packaging, need to be photographed and filed as well.

Access the common drive:

viscomuser

viscom1910

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.