



**WBU Online
School of Languages and Literature**

Wayland Baptist University Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Name: ENGL 4319 Grants and Proposals

Term and Year: Spring 1 2021

Full Name of Instructor: Dr. Laura Brandenburg

Office Phone and WBU Email Address: (806) 291-1109 | LBrandenburg@wbu.edu

Office Hours, Building, and Location: Online (various times and by appointment)
Skype: Laura.Brandenburg

Class Meeting Time and Location: Online, asynchronous

Catalog Description: Study and practice of real-world grant and proposal writing

Prerequisite: Advanced Standing

Required Textbook and Resources:

This course uses Inclusive Access, which provides a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and are below the standard cost. If you choose NOT to participate in Inclusive Access, you MUST opt-out by the census date, or you will be charged, and refunds are not available. The price of the textbook will be billed to your student account. To check the price of the textbook please locate your required course material at the WBU Bookstore.

McElrath-O'Neal, Tori, Lynn Kanter, and Lynn English. *Winning Grants Step by Step*, 5th ed. NJ: Wiley, 2019.

Optional Materials: none

Course outcome competencies: Upon the conclusion of this course, students actively engaged in learning at the graduate level will be able to:

1. Practice a reader-centered approach to documents
2. Identify and research funding sources
3. Analyze the elements of calls for proposals (CFPs or RFPs)
4. Understand the researching, writing, and development process for grants and/or proposals
5. Write, design, and edit various documents within the grant and/or proposal genre
6. Present a mock pitch of proposal, including the current problem and the projected plan

The more the student puts into the course, the higher his or her outcome competencies will be.

Attendance Requirements: As stated in the Wayland Catalog, students should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

*** Because this is an online course and because we will not meet synchronously, your attendance for the course is largely dependent on your contribution to the discussion board's weekly topics and other participation grades. In keeping with the on-site attendance policy, failure to provide a full response for at least 75% of the discussion topics will result in an F for the course. ***

Statement on Plagiarism and Academic Dishonesty: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Students are expected to submit original work in this class. This means the work students submit for this class cannot be from another course. Further, plagiarism in this course will not be tolerated. Plagiarism is constituted as stealing words or ideas from another source and passing them as your own. Since this class specifically includes elements of writing and research, students should be especially conscientious of attributing sources. Students who plagiarize or recycle work in this class will receive a zero for the assignment and will be subject to university policies regarding plagiarism. (Please see full WBU Statement on Plagiarism in Blackboard.)

Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests

at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.”

Due Dates and Late Penalties: Assignments are due by 11:59 p.m. (Central Time Zone) on the date posted (typically Wednesdays and Sundays each week). Be sure that your clock matches the clock in WBU’s Blackboard. All assignments must be submitted to the Blackboard site to receive a grade. *Any late assignment will receive a 20-point deduction per day late. Late assignments are not accepted after 5 days of the assignment’s due date.*

If for any reason you have trouble submitting your assignment online, send me an email with the attached assignment (preferably in Microsoft Word or PDF) before the due date/time, with an explanation of the technical problem. I will note the submission time of the email in order to assess removing late penalties. You will be required to re-submit the assignment within 24 hours, or once the technical problem is resolved.

Expectations, Communication, & Other Information:

While the nature of an online course allows students to work at their own pace, you are expected to keep up with the course materials weekly. *Please note: this is not a self-paced course.* This means that you should keep up with the readings and discussions posted each week and are responsible for turning in any assignments by the posted due date. Students who get behind in the weekly requirements will likely not do well in the course. Remember, also, that your attendance for the course is measured by your participation in the weekly discussions. Announcements and important information will be posted on the Blackboard site. Be sure to check the site often. Additional information may be sent to your WBU emails, so make sure you’ve set up a WBU email and are checking it often. Always feel free to email me or chat online anytime I’m signed on if you are concerned about the course or your progress. I am available to help you, provide resources, and give direction—but I cannot help you if I do not know you’re struggling.

Students should contact me by using my wbu.edu email. I am also available on Skype (Laura.Brandenburg) throughout the day and by appointment. I have an office on the Plainview campus, as well, so Plainview campus students can set up an appointment to visit with me there. Please note that the phone number listed in this syllabus is my office number, which may be checked periodically throughout the week, but the best way to get in touch with me quickly is likely through email.

Course Requirements and Grading Criteria:

Participation: (25%). Students must actively participate in the course in order to succeed. This includes discussion posts and reading and lecture engagement.

Presentation: (20%). Students will be responsible for creating a video presentation of their major proposal for the class.

Writing Assignments: (55%). Students will be required to write two short reader-centered analyses of an RFP (Requests for Proposals). The first will be for a scholarship (internships are also allowed). The second must be for a grant proposal. In addition, students will be required to write a full grant proposal with a budgetary project between \$1,000 and \$10,000 for an actual non-profit (~2500 words).

1. Two RFP Analyses (10% each)
2. Grant Proposal (10% drafts; 25% final)

Policy 9.4.1: "Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made on advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation"

Tentative Schedule: The schedule below is a tentative outline for the term. As such, it is subject to change, with notification of course. All readings for the week ought to be completed *prior* to doing any assignments or posts in the discussion forum.

Week	Topic	Reading / Lectures	Assignments
Week 1	Intro to RFPs / Proposals	<i>Winning Grants</i> : Intro & Resource B Welcome Video Lecture 1 (RFPs and Audience Analysis)	DP 1: Introduction – Jan 13 DP 2: RFP (1) – Jan 17
Week 2	Reader-centered Documents	<i>Winning Grants</i> : Steps 1 and 2 PDF (Ch. 1 and 2) Lecture 2 (Nonprofit Orgs)	DP 3: NP Org – Jan 20 RFP 1 Analyses Due- Jan 24
Week 3	Elements of a Proposal	<i>Winning Grants</i> : Steps 3 – 5 Lecture 3 (Elements of a Proposal, Part 1)	DP 4: RFP (2) – Jan 27 RFP 2 Analysis Due – Jan 31
Week 4	Elements of a Proposal	<i>Winning Grants</i> : Steps 6 – 9 PDF (Ch. 8 and 9) Lecture 4 (Elements of a Proposal, Part 2)	Problem / Need Draft – Feb 3 Objectives / Plan Draft – Feb 7
Week 5	Pitches	Lecture 5 (Pitches)	Qualifications Draft – Feb 10 Budget / Benefits Draft – Feb 14
Week 6	Presentations	<i>Winning Grants</i> : Steps 10 - 12	DP 5: Presentation Pitches – Feb 17 DP 6: Full Drafts – Feb 21
Week 7	Peer Critiques	None	Critiques Due – Feb 26
Week 8		None	Proposal Due – March 3

****All assignments must be submitted as Word or PDF files to Blackboard.****