



Virtual Campus  
School of Languages and Literature

## **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 NUMBER & NAME:**

ENGL 4319.VC01 – Grants and Proposals

## **TERM:**

Spring I VC 2023

## **INSTRUCTOR:**

Professor Ashley Hardage Edlin

## **CONTACT INFORMATION:**

E-mail is the best way to reach me. I will, however, check voicemail during office hours.

E-mail:

[edlina@wbu.edu](mailto:edlina@wbu.edu) (e-mail is the best way to reach me)

Office Phone:

(806) 291-1103 (I do not check voicemail outside of office hours)

Skype:

ashleydhedlin – I will be available via Skype for virtual office hours and by appointment

## **OFFICE HOURS, BUILDING & LOCATION:**

Gates Hall, Room 206 C

Tues., Wed., and Thurs.: 9:30 a.m. to 12:00 p.m.

## **CATALOG DESCRIPTION:**

Study and practice of real-world grant and proposal writing.

## **PREREQUISITE:**

Advanced standing

## **REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

**This course uses Inclusive Access.** Wayland Baptist University has partnered with VitalSource to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below standard cost. Once you access the textbook in the classroom, you will be asked if you would like to opt-out. If you choose **NOT to use** this version, you **MUST opt-out** 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 Wayland Bookstore](#).

A McElrath-O'Neal, Tori, Lynn Kanter, and Lynn English. *Winning Grants Step by Step*, 5<sup>th</sup> ed. NJ: Wiley, 2019. ISBN – 9781119547341.

Access to Blackboard and WBU e-mail along with access to a computer with internet are also required for successful completion of the course.

### **COURSE OUTCOMES AND COMPETENCIES:**

Upon the conclusion of this course, students actively engaged in learning 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 a 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 enrolled at one of the University's external campuses 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. (NOTE) 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 regularly meet synchronously, your attendance for the course is largely dependent on your contribution to the discussion board's 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 & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported, and second offenses will result in suspension from the university.

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Plagiarism is the presentation of the work of another as one's own work. Disciplinary action for academic misconduct is the responsibility of the faculty member(s) assigned to the course.

Students are expected to submit original work in this class. While the exercises and homework may be collaboratively completed, students should be responsible for their own knowledge and contribution for every answer on every exercise or homework. Cheating or copying another student's work, even on informal assignments, will not be accepted—and cheating on quizzes and exams will not be allowed.

**(NOTE) Students who cheat, plagiarize, or recycle work in this class will receive a zero for the assignment and will be subject to university policies regarding academic dishonesty.**

## **SCHOOL OF LANGUAGES AND LITERATURE POLICY ON PLAGIARISM AND ACADEMIC DISHONESTY:**

Writing is a collaborative art. Working out ideas for your paper with an instructor, writing tutor, classmate, family member, or friend is encouraged not only for this class, but also for other classes that involve writing. Discussion and collaborative brainstorming are good. However, passing off another's writing or ideas as your own is plagiarism. It is unethical, it constitutes Academic Dishonesty (cheating), and it is sufficient grounds both for failure of a course and suspension from the university.

Common examples of plagiarism or academic dishonesty include the following:

- Copying any amount of text directly from an internet website, book, or other document without **appropriate citation** and synthesis into one's own discussion.
- Paraphrasing the ideas presented in any source or oral discussion without appropriate citation.
- Using the evidence and conclusions of any source as the controlling framework for one's own paper.
- Recycling work from a previous or current course, whether your own work or another student's work.
- Purchasing or otherwise downloading a paper from an internet website.

In some writing assignments, you will be expected to incorporate scholarly sources into your document. All of the following must be met to constitute **appropriate citation** of any source:

- Including MLA, Chicago, or APA parenthetical or note-style citation format as required by the instructor.
- Placing borrowed text directly from another source within "quotation marks."
- Introducing clearly another author's voice into the document by means of a signal phrase (an introduction of that author).
- Offering, in short, a clear distinction between one's own voice or ideas and those of any outside authors brought into the discussion.

Wayland Baptist University observes a zero tolerance policy regarding Academic Dishonesty.

- Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.
- If the instructor determines that a student's actions constitute Academic Dishonesty, the case will be filed with the dean of the School of Languages and Literature and reported to the university academic vice president, as per university policy.
- In this course, the first instance of Academic Dishonesty may also result in a zero on the assignment.
- Per university policy, second offenses result in suspension from the university.

### **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:**

**(NOTE) Assignments are due by 11:59 p.m. (Central Time Zone) on the date posted.** 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. These deadlines, like most things in life, are not negotiable. **(NOTE) Any late assignment will receive a 10-point deduction per day late. Late assignments are not accepted after 10 days of the assignment's due date.**

### **EXPECTATIONS, COMMUNICATION, AND 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 assignments posted each week, and you 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 discussion board. 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 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.

In an effort to accommodate the schedules and preferences of online students, all major assignments are due on Sundays. However, this does not mean you should wait until the end of the week to think about them, particularly if you need help from me. I am happy to answer questions about assignments; however, please note that while I typically answer email within 24 hours M-F, I am not always as tied to a computer on the weekends. This means if you need help with an assignment, you'll need to get in touch with me by Thursday or Friday. I also strongly recommend you use Multidisciplinary Tutorial Services (formerly the Writing Center). There's a link available in our Blackboard course. Be aware, too, that using the Multidisciplinary Tutorial Services resources likewise requires that you plan ahead for your assignments and your assignment questions. A successful student likely does not wait until Sunday night to begin the week's work.

If ever you have a major life event that will affect your participation in the course, it's imperative that you communicate with me as soon as possible. I try to work with students as best as I can, but I can be more flexible and gracious if you tell me in advance rather than after the fact. In an online course, communication is key. As I mention above, I cannot help you if I do not know you're struggling. That said, like most of my students, I realize you probably work full time, have a family, and juggle other courses and commitments. However, this is a 4000-level course, which means it ought to challenge you more than your previous courses. ENGL4319 is also a writing-intensive course, so be prepared to write

weekly. If life's current restraints mean you cannot fully concentrate on the course's requirements, then you might consider taking the course at another point in your studies.

Official announcements not made in class will be sent to your Wayland e-mail address and/or our Blackboard class online. It is your responsibility to set up your Wayland e-mail account and **check it daily**. If you need assistance with your Wayland e-mail account, call IT at (806) 291-3540, OR visit the [IT student e-mail account website](#).

### GRADE APPEALS:

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 for 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.

### COURSE REQUIREMENTS AND GRADING CRITERIA:

More specific descriptions of the course requirements will be made available in the course content folders on the WBU Blackboard site. All assignments are due as noted on the course calendar. All assigned work must be typed, unless otherwise instructed during class. (NOTE) **Assignments not completed on time will reflect a lowered grade of 10% per calendar day. Late work will not be accepted after 10 calendar days.** The assignments and weights are briefly described below.

Final grading for the course will be based on the following:

Assignment	Percentage Towards Overall Average
Homework and Journal Assignments	15%
Discussion Board Posts and Responses	15%
Presentation	15%
RFP Analysis	15%
Grant Proposal Drafts	15%
Grant Proposal Final	25%
Final Course Grade	100%

#### Homework and Journal Assignments (15%):

Students must actively participate in the course to succeed. This includes a variety of writing exercises or homework as well as reading and lecture engagement.

#### Discussion Board Posts and Responses (15%):

Students will complete discussion posts and responses every week throughout the term.

#### Presentation (15%):

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 one short reader-centered analyses of an RFP (Request for Proposals). 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 business or organization (approx. 2,500 words). Prior to the submission of the full grant proposal, students will submit drafts of individual sections for peer review and instructor feedback.

### TENTATIVE SCHEDULE

The schedule below is a tentative outline for the term. The schedule and assignments that appear below are subject to change before the term begins. Even after the beginning of the term, this schedule will be subject to change with advance notification, of course. All readings for the week ought to be completed *prior* to doing any assignments or posts in the discussion forum.

Weekly Topic	Readings	Assignment(s)
Week 1 (1/16-1/22): Introduction to RFPs & Resources A & B	Introduction and Resources A & B	Discussion Boards Journal #1
Week 2 (1/23-1/29): Reader-Centered Documents	Steps 1 and 2	Discussion Boards Journal #2
Week 3 (1/30-2/5): Proposal Structure and Baseline Logic	Chs. 1 & 2 (PDF)	Discussion Boards Journal #3 <b>RFP Analysis due 2/5</b>
Week 4 (2/6-2/12): Elements of a Proposal	Steps 3-5	Discussion Boards Journal #4 <b>Problem/Need Draft due 2/12</b>
Week 5 (2/13-2/19): Situation, Objectives, and Methods Slots	Chs. 8 & 9 (PDF)	Discussion Boards Journal #5 <b>Objectives/Plan/Methods Draft due 2/19</b>
Week 6 (2/20-2/26): Elements of a Proposal	Steps 6-9	Discussion Boards Journal #6 <b>Qualifications Draft due 2/26</b>
Week 7 (2/27-3/5): Elements of a Proposal	Steps 10-12	Discussion Boards Journal #7 <b>Budget and Benefits Draft due 3/5</b>
Week 8 (3/6-3/11): Presentations & Grant Proposal Submission	N/A	<b>Presentation Video due 3/11</b> <b>Grant Proposal due 3/11</b>

**ALL ASSIGNMENTS MUST BE SUBMITTED TO BLACKBOARD TO RECEIVE CREDIT.**