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:

Fall II VC 2026

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 (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:

Various times and by appointment.

CATALOG DESCRIPTION:

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

PREREQUISITE:

Advanced standing

REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

This course uses Pioneer Academic Access, which means MindTap access and an electronic copy of the textbook are billed for the course as part of your tuition and fees for a **reduced** price. The textbook will be available to you beginning on the first day of class. The bookstore will send additional information about Pioneer Academic Access and opting out during the first week of class.

- A McElrath-O'Neal, Tori, Lynn Kanter, and Lynn English. *Winning Grants Step by Step,* 5th 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 ACADEMIC INTEGRITY:

As stated in Wayland Baptist Statement on Academic Integrity, students are expected to conduct themselves in accordance with the highest standards of academic honesty and personal integrity. Students are subject to penalty for all forms of academic dishonesty, including but not limited to illicit possession of examinations or examination materials, sharing of log-ins that allow unauthorized online course assistance, using generative artificial intelligence (GAI) tools without authorization from course instructor, or presenting the work of another or a GAI creation as one's own work (plagiarism, forgery, falsification of records, etc.)

This class permits the use of GAI tools in specific contexts and with proper citations. Students are allowed to use, reference, or incorporate GAI tools into specific assignments for this course. When used, students must properly cite the GAI tool in their submitted work. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use GAI tools to provide further explanations of course content, readings, and other assignments. Any use of GAI tools to help further explain or translate content must be properly referenced and cited. Specific parameters for GAI usage will be provided by the instructor. Any use of GAI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

The university reserves the right, through proper procedures, to place any student on probation or suspension who violates academic integrity and regulations by providing misleading or incomplete information to the university, by falsification of university records, by plagiarizing, by exhibiting improper classroom demeanor, by sharing log-in information in an unauthorized manner, or by engaging in any other form of academic dishonesty.

The faculty member assigned to the course is responsible for disciplinary action for academic misconduct. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved.

The official written reprimand to the student from the faculty member will include one or more of the following penalties as applicable in the individual instance or case of academic dishonesty:

- requirement to redo work in question
- requirement to submit additional work
- lowering of grade on work in question
- assigning the grade of "F" to work in question
- assigning the grade of "F" for course

In extreme instances such as group cheating, sharing personal log-in information, or unauthorized use of GAI to complete the majority of a course, the faculty member assigned to the course may also recommend expulsion of involved students. This option would occur only after the vice president of academic affairs' review and approval.

The student's first instance of academic dishonesty will result in an official reprimand from the faculty member detailing the faculty member's sanction. A second case of academic dishonesty will result in automatic suspension from the university. In this case, the student may reapply after a one- year suspension is served. Subsequent offenses, or the decision of the vice president of academic affairs, may result in permanent expulsion from the university.

Any student who has been penalized for violations of academic integrity--academic dishonesty, improper classroom demeanor, or providing false or misleading information--has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for Student Grade Appeals, (policy 8.2.1).

The vice president of academic affairs is responsible for monitoring cases of academic dishonesty. In the event of a second offense, the vice president of academic affairs will notify the student, appropriate school dean, external campus executive director/dean, and the university registrar, financial aid, business office, and graduate studies (if applicable). The student's official record will note "WF" for each class from which the individual is withdrawn due to the second reported instance of academic dishonesty if no final grade has previously been submitted for the course, and the transcript will state "Academic Suspension" for that term or session. Any applicable refund will be processed according to university policy.

(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 violations of academic integrity.

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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and should be contacted concerning accommodation requests at (806) 291-1057. 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.**

EXPEECTATIONS, 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 vice president of academic affairs 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-poins per calendar day, up to five days. Any assignment submitted more than five days late will receive a 50-point deduction.** 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, Discussions, and Journals	25%
RFP Analyses	20%
Grant Proposal Drafts	20%
Grant Proposal Final	20%
Presentation	15%
Final Course Grade	100%

Homework, Discussions, and Journals Assignments (25%):

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

RFP Analyses (20%):

Students will be required to write two short reader-centered analyses of an RFP (Request for Proposals). The first will be for a scholarship (internships are also allowed). The second must be for a grant proposal.

Grant Proposal Drafts and Final (40%):

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 review and instructor feedback.

Presentation (15%):

Students will be responsible for creating a presentation of their major proposal for the class. Once the proposal is completed, students will give a short presentation and detail the process/results of the written proposal. The proposal should be recorded using both audio/visual components and will be submitted by the end of the designated final exam period for the course.

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 (10/12-10/18): Introduction to RFPs & Resources A & B	Introduction and Resources A & B	Homework/Discussion/Journal **RFP Analysis #1 due 10/18**
Week 2 (10/19-10/25): Reader-Centered Documents	Steps 1 and 2	Homework/Discussion/Journal **RFP Analysis #2 due 10/25**
Week 3 (10/26-11/1): Proposal Structure and Baseline Logic	Chs. 1 & 2 (PDF)	Homework/Discussion/Journal **Problem/Need Draft due 11/1**
Week 4 (11/2-11/8): Elements of a Proposal	Steps 3-5	Homework/Discussion/Journal **Objectives/Plan/Methods Draft due 11/8**
Week 5 (11/9-11/15): Situation, Objectives, and Methods Slots	Chs. 8 & 9 (PDF) & Step 9	Homework/Discussion/Journal **Qualifications Draft due 11/15**
Week 6 (11/16-11/22): Elements of a Proposal	Steps 6-8	Homework/Discussion/Journal **Budget and Benefits Draft due 11/22**
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Week 7 (11/30-12/6): Elements of a Proposal	Steps 10-12	Homework/Discussion/Journal **Grant Proposal due 12/6**
Week 8 (12/7-12/12): Presentations	N/A	**Presentation due 12/12**

ALL ASSIGNMENTS MUST BE SUBMITTED TO BLACKBOARD TO RECEIVE CREDIT.