ENGL 4371 (Course ID 106053) Special Topics in Rhetoric and Writing (Grant Writing)

Instructor Information
Instructor: Ms. Kay Jenkins
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Course Overview
This course will provide students with the knowledge and skills for preparing competitive funding proposals for submission to private and public sponsors. Students will have opportunities to acquire associated skills in reviewing and editing program plans and proposals and gain knowledge on sources of external funds to support a program or research project. Students will apply their skills through a progressive writing project in which they will identify a need, develop a program plan or research project that addresses the need, and write an effective proposal to a potential sponsor that they have identified.

Student Learning Outcomes
Students completing the course will be able to:
- Effectively plan a program or research project by examining the problem, determining what is needed to address the problem, and deciding how to produce the desired result or change.
- Locate available funding opportunities, find important information on funding opportunities, and determine if a funding opportunity is suitable for a proposed program or research project.
- Understand the fundamental components of a grant proposal such as the summary, need statement, outcomes, methods, evaluation, and budget.
- Develop, review, and edit competitive grant proposals.

Required Textbooks and Readings
Karsh, E. & Fox, A. S. (2019). *The only grant-writing book you'll ever need*. (5th ed.). Basic Books.
Kiritz, N. J. & B. Floersch. (2017). *Grantsmanship: Program planning & proposal writing*. (C. Kiritz, Ed., 2nd ed.). The Grantsmanship Center. (Original work published in 1974).

Special Course Notes
Links to online resources, funding opportunity announcements, and sample proposals will be provided in the course on Canvas to support the learning objectives of the course.

Assignments

Assignments and exams will focus on developing writing, reviewing, and editing skills as well as organizational abilities. Writing assignments are expected to indicate an understanding of material presented in reading assignments and classroom discussions. The major assignments, when completed, will result in the development of a funding proposal that demonstrates knowledge of proposal components, organizational abilities, and persuasive writing skills. A total of 600 points can be earned by reading the required materials, participating in classroom discussions, submitting assignments on time, and writing a competitive grant proposal.

Grading Scale

Grade	Points
A = 90-100%	≥ 540
B = 80 – 89%	≥ 480 < 540
C = 70 – 79%	≥ 420 < 480
D = 60 – 69%	≥ 360 < 420
F = < 60%	< 360

Assignments, Tests and Weights

Item	Due Date	Weight
Major Assignment 1: Description of an organization	January 24, 2023	25 pts
Major Assignment 2: Outline of a program plan or research project to address an identified need or problem including a logic model	February 14, 2023	25 pts
Exam 1	February 21, 2023	50 pts
Major Assignment 3: Concept paper (Proposal Summary)	February 28, 2023	25 pts
Exam 2	March 7, 2023	50 pts
Major Assignment 3: Proposal narrative providing information on an organization, a description of the problem or need, and a program plan to address the problem including outcomes, methods, and evaluations	March 21, 2023	100 pts
Major Assignment 4: Budget, budget justification, and other proposal components such as the abstract and description of facilities	April 4, 2023	50 pts
Exam 3	April 11, 2023	50 pts
Major Assignment 5: Final proposal	April 18, 2023	150 pts
Final exam	April 25	75 pts
Total		600 pts

Late Work and Make-Up Exams

Ten points for each day an assignment is late will be deducted from the possible points earned for an assignment. Makeup exams will be given for documented excuses only, which are subject to the

instructor's approval. Any request for an alternate time for an exam will need to be pre-approved prior to the exam in question. An approved make-up exam will be different from the class exam. Every effort should be made to take exams as scheduled to avoid the need for make-up exams.

Calendar of Topics, Readings, and Due Dates

The calendar of topics, reading, and due dates in the table below are designed to help you gain knowledge needed to complete your major assignments on time. In addition to the readings in the textbooks, supplemental materials available free from funding agencies may be suggested to provide additional tips for developing competitive grant proposals.

Topic	Class Date	Readings
Introduction to grants, the grant lifecycle, and grantsmanship	January 10, 2023	
Describing the organization	January 17, 2023	Kiritz: pgs 1-39 Karsh and Fox: pgs 19-51
Identifying and defining the problem or need, goals, objectives, and outcomes	January 24, 2023	Kiritz: pgs 40-79 Karsh and Fox: pgs 140-169
The value of a logic model for organizing and presenting the proposal	January 31, 2023	Kellogg Foundation *Logic Model Development Guide*: pgs 1-26
Writing the project summary (concept paper)	February 7, 2023	Karsh and Fox: pgs 119-139
Finding, understanding, and responding to funding opportunities	February 14, 2023	Karsh and Fox: pgs 52-66
Writing the proposal narrative – the approach section	February 21, 2023	Kiritz: pgs 80-111
Writing the proposal narrative – the evaluation section	February 28, 2023	Kiritz: pgs 112-135 Karsh and Fox: pgs 194-204
Writing the proposal narrative – the broader impacts	March 7, 2023	Kiritz: pgs 136-147 Karsh and Fox: pgs 218-226 NSF Broader Impacts webpage ARIS Broader Impacts Toolkit
Estimating and justifying the cost of a program or project	March 21, 2023	Kiritz: pgs 148-177 Karsh and Fox: pgs 205-217
Preparing the facilities document	March 28, 2023	
Preparing biographical sketches	April 4, 2023	
Preparing proposal checklists and final proposal package	April 11, 2023	Kiritz: pgs 178-190 Karsh and Fox: pgs 205-217
Proposal submission	April 18, 2023	

The following information is provided within the Syllabus Module related to Student Resources and University Policies and Information.

Student Resources:

Faculty can update student resources to provide additional supports appropriate for each course.

Resources to assist you in the course

- UT Tyler Student Accessibility and Resource (SAR) Office (provides needed accommodations to students with document needs related to access and learning)
- UT Tyler Writing Center
- The Mathematics Learning Center
- UT Tyler PASS Tutoring Center
- UT Tyler Supplemental Instruction
- Upswing (24/7 online tutoring) - covers nearly all undergraduate course areas
- Robert Muntz Library and Library Liaison
- Canvas 101 (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- The Career Success Center
- UT Tyler Testing Center
- Office of Research, Scholarship, and Sponsored Programs Design and Data Analysis Lab

Resources available to UT Tyler Students

- UT Tyler Counseling Center (available to all students)
- TAO Online Support Center (online self-help modules related to mental & emotional health)
- Military and Veterans Success Center (supports for our military-affiliated students)
- UT Tyler Patriot Food Pantry
- UT Tyler Financial Aid and Scholarships
- UT Tyler Registrar's Office
- Office of International Programs
- Title IX Reporting
- Patriots Engage (available to all students. Get engaged at UT Tyler.)

University Policies and Information

- **Withdrawing from Class** - Students are allowed to withdraw (drop) from a course through the University's Withdrawal Portal. Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. The number includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from any course has on your

academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean students receive a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms.

- **Final Exam Policy**: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

- **Incomplete Grade Policy**: If a student, because of extenuating circumstances, is unable to complete course requirements by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete the work for the course within the time limit, the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F or to NC, if the course was initially taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of the course. If a student does not agree with the decision of the instructor, the student may then move the appeal to the department chair/school director for that course. If the student is still dissatisfied with the decision of the chair/director, the appeal moves to the Dean of the College offering that course, who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the Registrar's Form Library.

- **Disability/Accessibility Services**: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), The University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If a student has a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, the student is encouraged to visit

https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact the student when the application has been submitted and schedule an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079."

- **Military Affiliated Students**: UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military-affiliated students are in the Military and Veterans Success Center (MVSC). The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual of Operating Procedures (Section 8).

- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements in protecting your confidential information.

- **Recording of Class Sessions:** Class sessions may be recorded by the instructor for use by students enrolled in the course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in the course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

- **Absence for Official University Events or Activities**: All courses follow the practices related to approved absences as noted by the Student Manual of Operating Procedures (Sec. 1 -501).

- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.

- **Campus Carry:** We respect the right and privacy of students who are duly licensed to carry concealed weapons in all courses. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php.