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| <br><b>FLORIDA ATLANTIC UNIVERSITY</b>  | <b>COURSE CHANGE REQUEST</b><br><b>Graduate Programs</b>   |   | UGPC Approval _____<br>UFS Approval _____<br>SCNS Submittal _____ |
|  | <b>Department</b> School of Public Administration<br><br><b>College</b> Dorothy F. Schmidt College of Arts and Letters |   |   |
| <b>Current Course Prefix and Number</b> PAD 6233   |  | <b>Current Course Title</b><br>Grantwriting and Project Management  |   |
| <i>Syllabus must be attached for ANY changes to current course details. See <a href="#">Guidelines</a>. Please consult and list departments that may be affected by the changes; attach documentation.</i>   |  |   |   |
| <b>Change title to:</b><br><br><b>Change prefix</b><br><b>From:</b> <b>To:</b><br><br><b>Change course number</b><br><b>From:</b> <b>To:</b><br><br><b>Change credits*</b><br><b>From:</b> <b>To:</b><br><br><b>Change grading</b><br><b>From:</b> <b>To:</b><br><br><b>Academic Service Learning (ASL) **</b><br>Add <input type="checkbox"/> Remove <input type="checkbox"/> |  | <b>Change description to:</b><br><br><b>Change prerequisites/minimum grades to:</b><br>None (no prerequisite)<br><br><b>Change corequisites to:</b><br><br><b>Change registration controls to:</b><br><br>Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade. |   |
| <b>Effective Term/Year for Changes:</b> Spring 2021  |  | <b>Terminate course? Effective Term/Year for Termination:</b>   |   |
| <b>Faculty Contact/Email/Phone</b> Leslie Leip lleip@fau.edu 954-924-8818  |  |   |   |
| <b>Approved by</b><br>Department Chair <u>Alka Sapat</u><br>College Curriculum Chair <u>[Signature]</u><br>College Dean <u>Eric Bealatsky</u><br>UGPC Chair    _____<br>UGC Chair    _____<br>Graduate College Dean    _____<br>UFS President    _____<br>Provost    _____   |  | <b>Date</b><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____   |   |

Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) 10 days before the UGPC meeting.



**School of Public Administration  
Master of Nonprofit Management**

**PAD 6233 Grantwriting and Project Management**

**Pre-requisite: None**

(3 credits)  
Spring, 2021

Tuesdays 6:30-9:20P  
Social Science Building 370  
and on-line

**Instructor:** \_\_\_\_\_

**e-mail:**

**Office hours before or after class or by appointment**

***“He who has never failed somewhere, that man can not be great.”  
Herman Melville***

**Course Description:** This course provides an opportunity to explore various approaches to grant writing and resource development in public and nonprofit organizations as well as evolving trends, such as sustainable practices, dissemination strategies, data management and analysis.

**Course Purpose:** This course will provide students with the background necessary to understand the grant procurement process and to read and understand the parts of a competitive funding proposal. The course work will focus on:

- Organizational readiness
- Grant research – finding funding and making the appropriate match
- Components of an application

- How to read and understand proposal guidelines and requests for proposals (RFP)
- Project budget development
- Strategies for developing an effective program
- Preparing grant applications
- Technical writing skills
- Procedures for grants submission
- Project start-up
- The grant application review process
- Cover letters, letters of intent, reports and final summaries

**Course Connection to Program Framework:** This course is based on the program's conceptual framework which includes the fundamental need for high performing public and nonprofit leaders to be capable, informed and highly ethical. They need the ability to build effective organizations based upon a reflective decision-making model.

**Course Requirements & Overview:** A carefully designed course structure will be provided. The course schedule mimics that of a grants office, therefore, you are expected to complete the assigned readings and projects on time. For each assignment, a description and details will be posted on Canvas in the Module Section. You are expected to read each description at the start of the semester and plan your semester accordingly. Assignments will be discussed at the first class meeting, which will be an in-person meeting.

*Class participation:* Each class participant is expected to attend class regularly, contribute to our in person and on line discussions and help build a safe, productive and lively community of nonprofit scholars. Ideally, each class member will bring their own perspective and experience to class, along with the ability to think in a non-linear fashion and a tolerance for ambiguity!

*Readings:* Readings will be assigned from handouts on line. No book is required, although two widely available writing aids are suggested.

*Group/individual presentation:* There will be a presentation at the end of the semester. Your presentation skills are highly important to your academic career and your work, so please give a polished performance. You will be asked to strictly adhere to the time constraints imposed.

*Guidelines for written work:* All assignments are due in electronic form on Canvas at the posted assignment and by the date and time assigned. You are to follow the document guidelines in the IMLS NOFA. If these instructions are not followed, the document won't be reviewed. Use the APA manual as a resource for your written work.

***A good deal of the work in this course is written, but it is not a writing course. Please be prepared to devote time to the practice of your writing skills and seek assistance from the writing lab as necessary.***

**Suggested Texts:**

*Publication manual of the American Psychological Association* (6th ed.). (2001). Washington, D.C.: American Psychological Association. (ISBN: 1-55798-243-0)

Strunk, W. & White, E.B., (2000) *The elements of style* (4<sup>th</sup> ed.). Boston, MA: Longman. (ISBN:0-205-30902-X)

## **Class Meeting Dates and Location:**

### **Classroom meetings:**

#### **Mondays:**

#### **Online Classes:**

**Students are expected to follow APA guidelines in all course writing.**

## **Course Requirements:**

- 1. Attendance and participation – 15%**  
Attendance at all scheduled meetings of the course is critical to a successful academic outcome. Attendance is mandatory. On-line discussions will be required on the days of on-line classes.
- 2. Quizzes – 5% each (10% total)**  
Students will take 2 quizzes during the semester, each worth 10% of the final grade.
- 3. Grant Sections – 65%**  
Strategic Plan Summary (10 points), Narrative (20 points), Schedule of Completion (10 points), IMLS Budget form and Budget Narrative (15 points), Abstract (10 points). Students will write each section according to the instructions given by the Institute for Museum and Library Science.
- 4. Issue Journal (10%)**  
At the start of the course, each student will be asked to choose a Grantwriting, funding, or project management “issue” to study throughout the course. An example might be a comparison of public funding between states with state income tax and those without, or the impact of evaluation date on funding. Throughout the semester you will be asked to keep a journal of your research on this issue. You must include how your thoughts about this issue have developed or changed through your research. You must include the APA citations of the articles you have read on the topic. The exercise is worth 10% of your grade so please prepare this as a document that fully summarizes your reading, your assumptions and conclusions and any observations about the issue,

authors, sector, etc. You may include articles from publications as well as peer-reviewed papers.

The standard for grading will be rubric-based:

A - Outstanding achievement: clear purpose, thorough understanding of relevant material, original points well-supported with evidence or persuasive argument, well-organized, and well-written.

B - Good performance: topic and purpose is well-stated, points well-supported, well-organized, and well-written.

C - Many aspects of assignment covered, but lacking originality, clarity, thoroughness, persuasiveness, or writing quality.

D - Missed the point or the assignment in either form or substance.

F – Failed to complete the assignment on time

0 – Did not turn in assignment

\*Use APA format for citations in the text of written products and in the reference list.

### Course Grading and Deliverables

Alphabetic grades will be assigned based on the following accumulated scores: 100-95 A; 94-90 A-; 89-87 B+; 86-83 B; 82-80 B-; 79-77 C+; 76-73 C; 72-70 C-; 69-67 D+; 66-63 D; 62-60 D-; 59 and below F. The course scores are weighted accordingly:

| ASSIGNMENT  | GRADE |
|---|-------|
| Attendance and Participation in Class & in Canvas discussions, Grant sections (5) | 15%   |
| Issue Journal   | 65%   |
| Quizzes (2)   | 10%   |
|   | 10%   |
|   |       |

**No credit will be given for late assignments and no late assignments will be accepted.**

**Course Norms:** Please always be mindful that you are a part of a group spending time together each week in order to understand and become proficient at analyzing proposals and managing projects. Please be on time to class. Please submit your assignments on time. Please be respectful in your critique of others' work and opinions. This class will be a safe place to discuss important issues and it's important that everyone be comfortable in sharing their experiences.

**Library Information:** All students are expected to have online access to the University Library, which enables you to access full-text articles from hundreds of journals. You can access the FAU Libraries Proxy Server information through the FAU Libraries home page. You must have a valid student Owl Card to set up your Proxy Server on your home computer with the **USER ID** (the 14-digit ID number on the Owl Card minus the letter "A" before and after the

number) and the PASSWORD (the three-letter acronym for the school: fau). For an introduction, go to <http://www.library.fau.edu.ezproxy.fau.edu/depts/ref/start.htm>.

### **Communication and Interaction**

All readings, assignments and tests are found on the Canvas course pages. All assignments must be completed and posted on time and online unless otherwise directed by the Instructor. The instructor is available by appointment, phone, and online through email and will discuss any issues of concern directly with students.

### **Information for students with disabilities**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodation due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 203 (954-236-1222); or in Jupiter, SR 110 (561-799-8585)—and follow all SAS procedures.

### **Code of Academic Integrity Policy**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see the Code of Academic Integrity in the University Regulations at

[http://www.fau.edu/regulations/chapter4/4.001\\_Code\\_of\\_Academic\\_Integrity.pdf](http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf).

### **University Center for Excellence in Writing (UCEW)**

The University's Writing Center (WC) is devoted to supporting and promoting academic and professional writing for all members of the FAU community, including undergraduate and graduate students, staff, faculty, and visiting scholars. The WC and its highly trained, dynamic consultants provide a range of free writing consulting services to help writers in most disciplines. Consultants can assist clients on virtually any writing project (e.g. course papers, cover letters and resumes, articles for publication, letters of intent, and more) and at any point in the writing process (e.g. brainstorming, drafting, revising, etc.). Consultants work *with*, not for, clients. The WC is not an editing and proofreading service. Our consulting mission is to assist writers in becoming more reflective and self-sufficient crafters of their written work. See <http://www.fau.edu/UCEW/WC/>

**Counseling and Psychological Services (CAPS)** Center Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few –

offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>.