

University of North Texas at Dallas  
Fall 2018 SYLLABUS

HSML 4200 Grant Proposal Writing		3Hrs
Department of	Counseling and Human Services	Division of Education and Human Services
<b>Instructor Name:</b>	<i>Iftekhhar Amin, Ph.D.</i>	
<b>Office Location:</b>	<i>Founders Hall, Room 327</i>	
<b>Office Phone:</b>	<i>972-338-1380</i>	
<b>Email Address:</b>	<i>Iftekhhar.amin@untdallas.edu</i>	
<b>Office Hours:</b>	<b>Mondays: 10am -2pm; By Appointment; Virtual Office Hours: Tuesdays 10 am -2 pm</b>	
<b>Classroom Location:</b>	<i>Online – On Blackboard</i>	
<b>Class Meeting Days &amp; Times:</b>	<b>Course Week on Blackboard will Run from Mondays to Sundays.</b>	
<b><i>Response Time: I check email and Blackboard regularly and try to respond to all emails and questions posted on Blackboard within 48 hours. I grade discussions and assignments and provide feedback to students within a week after the due date.</i></b>		
<b>Course Catalog Description:</b>	This course focuses on the process of writing grants in human services. Students will explore and analyze the various components of a grant, the process of developing and writing grant proposals, how to develop a unified proposal, and research techniques in finding different types of grant funding sources.	
<b>Prerequisites</b>	None	
<b>Required Text:</b>	<b>Coley, S. M. &amp; Scheinberg, C. A. (2014). <i>Proposal writing: Effective grantsmanship (4<sup>th</sup> ed)</i>. Thousand Oaks, CA: Sage Publications, Inc. ISBN: 978-1-4129-8899-5</b>	
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhcg.follett.com">1012mgr@fhcg.follett.com</a>	
<b>Course Goals or Overview:</b>		
The goal of this course is to provide students with basic grant writing and grant funding research skills.		
<b>Learning Objectives/Outcomes:</b> At the end of this course, the student will be able to:		
1	Describe the fundamental components of a grant proposal.	
2	Create a unified grant proposal	
3	Research and identify potential sources of funding for grant proposals.	
<b>Course Format</b>		
This course is a 100% online course taught via Blackboard (BB). All course handouts and assignments will be given and received only on BB. <b><i>All email correspondence must be routed through the BB system in order to be acknowledged and receive a response.</i></b> It is your responsibility to check BB for announcements, assignment due dates and correspondence with the instructor. The course relies heavily on participation and as such, being prepared for class is imperative. Multiple methods will be used to ensure preparedness and participation. These methods include lecture, assigned readings and quizzes, various		

learning activities, and multimedia sources to prepare final projects.

### Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated on Blackboard via the Announcement tab and/or Blackboard email. Additional readings and activities may be added, these will be noted in the Learning Modules each week.

<b>Course Week</b> <i>*Each Course Week Runs from Monday to Sunday*</i>	<b>Topics</b>
<b>Module 1</b> 10/22/18 – 10/28/18	Introductions, Syllabus Review; Orientation to Proposal Writing <b>Discussion Board 1</b> initial posts due by Saturday at 11:59pm and response posts due by Sunday at 11:59pm
<b>Module 2</b> 10/29/18 – 11/4/18	Writing the Needs Statement <b>Reading Quiz 1</b> is due by Sunday at 11:59pm
<b>Module 3</b> 11/5/18 - 11/11/18	Writing the Goals, Objectives and Implementation Plan <b>Reading Quiz 2</b> is due by Sunday at 11:59pm
<b>Module 4</b> 11/12/18 – 11/8/18	Writing the Evaluation Plan <b>Reading Quiz 3</b> is due by Sunday at 11:59pm
<b>Module 5</b> 11/19/18 – 11/25/18	Creating the Budget; Writing Budget Justifications <b>Discussion Board 2</b> initial posts due by Saturday at 11:59pm and response posts due by Sunday at 11:59pm
<b>Module 6</b> 11/26/18 – 12/2/18	Capability Statements; Sustainability Statements <b>Discussion Board 3</b> initial posts due by Saturday at 11:59pm and response posts due by Sunday at 11:59pm
<b>Module 7</b> 12/3/18 – 12/9/18	Catch Up Week <b>Interview with a Grant Writer Paper due by Sunday at 11:59pm</b>
<b>Module 8</b> <b>FINAL EXAM</b> OPENS - 12/10/18 @ 8 am CLOSSES - 12/14/18 @ 11:59 pm	

1. Initial Posts for discussion boards are due on Saturdays by 11:59pm and Response Posts are due on Sundays by 11:59pm each week.
2. Reading Quizzes are due on Sundays by 11:59pm each week.
3. Interview with a Grant Writer Papers are to be submitted to the assignment link in the learning module on Sunday by 11:59pm in the week they are assigned.
4. No reading quizzes or discussion boards will be accepted after 11:59pm on the last Sunday before Final Exams begin.

### Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Discussions** – Discussions will be given when meeting on BB to measure ability to apply topic content.

**Reading Quizzes** – Reading quizzes will be given to measure understanding of reading materials.

**Paper Assignment** – One paper assignment will be given to measure application of content.

**Final Exam** – A Final Exam will be given designed to measure knowledge of course material.

### Grading Matrix:

Instrument	Point Calculations	Total	Grade Determination
Discussions	3 Discussions @ 50 points each	150	540 – 600 = A
Reading Quizzes	3 Reading Quizzes @ 50 points each	150	480 – 539 = B
Interview of Grant Writer Paper	1 Paper Assignment @ 200 points	200	420 – 479 = C
Final Exam	1 Final Exam @ 100 points	100	360 – 419 = D
<b>Total:</b>		<b>600</b>	0 – 359 = F

### University Policies and Procedures

#### Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or at Building 2, room 204.

#### Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring it's online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

#### Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Make Up Work Policy:**

*Students will be given one (1) week before the final exam to complete certain missing assignments – this includes reading quizzes and discussion board assignments only. Reading quizzes can be made up without penalty however, discussion board assignments will have a significant point loss when made up during the catch up week of the class.*

**Assignment Policy:**

*All Blackboard Assignments must be saved in one of the following formats: .doc, .docx, or .rtf*  
**Assignments may not be emailed – all assignments must be submitted via the Assignments tab on Blackboard.**

**Exam Policy:**

*Exams will be taken on Blackboard during a specified period of time. Exams should be taken as scheduled. No makeup examinations will be allowed (See Student Handbook).*

**Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

[http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic Integrity.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

**Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online “Netiquette:**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Technology Requirements:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- [https://help.blackboard.com/en-us/Learn/9.1\\_SP\\_12\\_and\\_SP\\_13/Student/040\\_Browser\\_Support\\_for\\_SP\\_13](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13)
- [https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check\\_full.html](https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html)