

Grant Writing for Non-Profit Organizations

Syllabus

Spring 2012

Course No.: REC 460-700
Call No.:
Credit Hours: 3
Location: TBD
Time: on-line

Instructor: Carrie Barnette
Office: part-time office
Office Hours: by appointment
Phone: 792-2066
E-Mail: carrie.barnette@wku.edu

Course Description:

This course teaches students the process of writing a successful grant within the parameters of actually identifying and working with an organization on an actual grant while working through a textbook outlining the grant writing process.

Course Objectives:

The objectives of this grant writing course are:

- To teach students how to successfully identify, process, write, and garner funding through grant writing for programs, operations, and research relating to the non-profit and government sectors.
- To encourage students to become civically engaged in their community through using their grant writing skills to assist local non-profit organizations.

Required Text:

Payne, Mary Ann. *Grant Writing Demystified*. McGrawHill, 2011.

This book is available through Barnes and Noble and Amazon in hard copy or electronic format. Barnes and Noble – BG has one on the shelf and can get more in 2-3 business days.

Attendance/Absences/Tardiness:

As this is an on-line course, no attendance is tracked.

Grading:

- Up to 10 points will be given for each assignment question completed. Total possible points: 250
- Up to 100 points will be given for draft grant proposal
- Up to 150 points will be given for final grant proposal

Final grades will be awarded based on the university grading system.

Make-Up/Late Work:

Work can be submitted late with points equivalent to one letter grade being taken off for each day the work is late. However, if the student communicates with the instructor of possible conflicts with assignment due dates, an alternative date may be determined so that points are not removed. An email or phone conversation outlining any extensions must take place more than 5 days prior to assignment being due.

Academic Dishonesty:

Students who commit any act of academic dishonesty, including but not limited to plagiarism and cheating, may receive a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdraw. The case may also be presented to the Office of Student life for further disciplinary sanctions. A student who believes the situation of academic dishonesty has been dealt with inappropriately may seek relief through the Student Complaint Procedure.

Students with Disabilities:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office of Student Disability Services, Room 101, Garrett Conference Center; 745-5004 V/TDD. Please do not request accommodations directly with me without a letter of accommodation from the Office of Student Disability Services.

Other Important Stuff to Know:

- All issues and concerns relating to the syllabus need to be addressed on a one-on-one basis.
- Office hours are very flexible and may be held on campus or electronically at the discretion of the student and faculty member. Accommodations can be made in order for one-on-one visits to take place at a convenient time.
- Grades will be tracked throughout the semester and available through blackboard.

AND MOST IMPORTANTLY...

- The syllabus can be changed at any time. All significant changes will be given in writing. **You** are responsible for assuring that you are up-to-date.