

**Cleveland State University
Levin College of Urban Affairs
Department of Urban Studies**

**Fall Semester 2002
Saturday 9 a.m. – 5 p.m.**

**Course Syllabus
Proposal Writing and Program Evaluation
UST 510 / PAD 510**

Class Dates: August 24
September 7, September 21,
October 5, October 19,
November 2, November 16

Place: Urban Affairs Building, Room 108
1717 Euclid Avenue

Instructor: Julie Rittenhouse, Adjunct Faculty (*see business card*)
e-mail address – jrittenhouse@socstannfdn.org

Course Description

This course will focus on the elements and processes of program planning, proposal writing and program evaluation. The rationale for this course is the organizational concern for planning, funding and accountability. Urban planners, public and nonprofit administrators are expected to identify and solve problems and to think and act strategically. In addition, planners and managers must possess the skills necessary to obtain funding and to determine the impact of a particular program and/or policy. Students will gain experience and skills through the development and writing of a proposal.

Course Objectives

By the conclusion of this course, students will be able to:

- Understand the program planning process
- Develop a project/program plan
- Understand and apply research principles and methods to needs assessment and program evaluation

- Design an evaluation plan
- Relate major trends and issues in public and nonprofit funding to the allocation decisions of government, corporate and foundation donors
- Identify and understand key components and practical steps for proposal preparation
- Demonstrate the skills to research, plan and write a proposal
- Demonstrate familiarity with social, political and institutional change in the urban environment

Course Methods

This course will be taught in a seminar format. Class sessions will consist of assigned readings, lectures, guest presentations and group exercises. Students are expected to attend class and participate in class discussions and exercises.

Grading

Grades will be assigned on the basis of the following percentages:

Project Plan	25%	October 5
Funder List and Proposal Outline	25%	November 2
Proposal	50%	To be determined

Students should refer to the CSU bulletin for procedures for drop-add, withdrawal, S/U grading and incomplete.

Class Materials

The following assigned manuals are available through the Cleveland State University Bookstore. Supplemental handouts will be distributed in class.

Hall, Mary, **Getting Funded: A Complete Guide to Proposal Writing**

Kiritz, Norton, Program Planning and Proposal Writing

