

**PROPOSAL WRITING & PROGRAM DEVELOPMENT
UST/USA 410 Section 501 (web-based course)**

In class sessions: Thursday, Jan.18,1-2:50pm, others to be announced.

Meet in: UR40 on 1/18/07. All other sessions in UR106

Instructor: Erica Matheny

Office Hours: By Appointment (UR 327e)

Phone: 330-285-4790

Email: e.matheny@csuohio.edu

Course Description and Objectives

This is an upper-level undergraduate course designed to examine the structure and content of program development, proposals, sources of funding, foundation decision-making, program evaluation, and social/institutional change in the urban environment. This is a field course. In order to succeed in the class, you will need to interact with different entities in the community. The class entails independent preparation of proposals and application of evaluation procedures. This course fulfills a Writing Across the Curriculum (WAC) requirement.

Course Format, Assignments, and Grading

Format. This course consists of readings, discussion, virtual guest lecture(s), written assignments, and an oral presentation. Because the course is web-based, the interaction and discussion surrounding the issues presented in the text will occur on-line. Therefore, it is imperative that students taking this course are familiar with computers and the Internet.

Attendance. There is one mandatory in-class session scheduled for Thursday, January 18. There will also be one to two optional meetings scheduled on other Thursdays later in the semester. In addition to these meetings, the unique web-based format of this class requires a high-level of personal responsibility towards completion of readings and assignments in a timely manner. This allows you greater flexibility in when you complete assigned tasks, but **you are ultimately responsible**, as the student, to stay up to date with course requirements and updates via the course website.

Assignments and Grading. As a Writing Across the Curriculum (WAC) course, satisfactory performance will need to be demonstrated in the writing assignments in order to receive a passing grade for the class. All writing assignments must be submitted in Microsoft Word format in the Assignment Drop Box.

If you do not have or use Microsoft Word, please submit assignments in .rtf (rich text format).

Assignments will be available in the Assignment Drop Box on WebCT. Grades will also be posted on WebCT for all completed assignments.

Students are expected to complete the following course requirements:

- Active participation is expected in all sessions of this course
- All assigned readings are to be completed *before* beginning the respective online session
- Active participation in online discussions, including asking questions to clarify when necessary
- All written assignments are to be submitted on time. Any late assignments will be deducted one half letter grade per day it is late (5%)
- All assignments and email for the course should be completed through WebCT
- Regularly check WebCT Homepage for changes regarding this course

For students with difficulty writing, the Writing Center is available, located in Main Classroom 321.

ASSIGNMENTS

Resume (10%)

A professionally developed resume is an important part of any proposal. It may also be useful in gaining entry into your selected agency this semester. Many self-help guides to resume writing are available, both online and in print. At least one of these is included in the Helpful Links section of the course WebCT site. If you come across any useful on-line resume writing sites, please email the instructor the web address, and/or post them on the discussion board for the class. Your completed resume should be 1-2 pages, depending on the length of your work experience. Program Description (15%)

Develop a program description in connection with a nonprofit or government agency of your choice, in the NE Ohio area. ***This program description is not simply an exercise in futility; it will lay the groundwork for your proposal, and should be chosen and completed carefully.*** If you need help finding an agency that fits your interests, there are three nonprofit federations in the Helpful Sites in WebCT: Greater Cleveland Community Shares, Earth Share of Ohio, and United Way. **You** must negotiate your way into the agency in order to complete the research necessary to write a 500 word program description of the agency. Your research should identify an area where the agency is seeking funding, because your grant proposal must focus on this funding opportunity. The more complete your program description, the more feedback the Instructor can provide and the easier it will be for you to write your proposal. You will want to gain background information about your agency before attempting to write the program description; annual reports and discussions with agency personnel are some good resources.

Funding Source Research Report (15%)

You can't write a grant proposal without researching where to look for funding. The Foundation Center Library across the street from the Urban College is a great resource for this. VISIT THEM!! We may schedule a class trip to the Foundation Center on a future date during the semester. In addition, the instructor has provided the link to the Foundation Center Library and their "Virtual Classroom" in the WebCT course. Also, you can contact many foundations in NE Ohio to determine their level of interest in funding your proposal.

Midterm (15%)

An exam covering material from the course up until the date of the midterm (available beginning **Monday March 5**) will be available in the Assignment Drop Box. The midterm will be **due no later than Sunday March 11**. More information about the midterm will be included on WebCT.

Draft Proposal (optional)

You are now familiar with your agency, potential funding sources, the funding source you will want to approach first, and the details of your program. Using the guidelines provided by your chosen potential funding source, you are to put together a grant proposal. You are not required to submit a draft proposal. However, it is recommended that you do so in order to receive feedback from the Instructor before submitting your final proposal.

Final Proposal (30%)

The proposal is the “pinnacle” of your work for this course. The previous assignments have all been leading up to this project. A minimum 1,000-word proposal must include all proposal sections outlined in the course: Title Page, Executive Summary, Introduction, Purpose Statement, Statement of Need, Procedures (aka Methods), Evaluation, and Program Budget. All of these sections are discussed in your texts and in the WebCT Course Content Module.

Virtual Guest Lecture (5%)

There will be two (2) virtual guest lectures given through the Chat Room section of WebCT. These chat sessions will occur in real time. Students are required to attend and participate in one (1) of the two (2) chat sessions, for the entirety of the one-hour session. There is limited space at each session. Please see Course Schedule and/or WebCT Homepage for dates and times of chat sessions.

Participation/Discussion (10%)

Students need to utilize the WebCT course site and its contents. Participation in using the Discussion Board, Content Module contents, and other components of the site is required. The usage of WebCT components can be monitored by the Instructor, and will be used in part to constitute your participation/discussion grade.

Your final grade will be based upon:

Resume	10%
Program description	15%
Funding source research report	15%
Midterm	15%
Virtual guest lecture	5%
Final Proposal	30%
<u>Participation/Discussion</u>	<u>10%</u>

Total possible % points 100%

Grading scale is as follows:

A	94—100
A-	90—93
B+	86—89
B	80—85
B-	75—79
C	70—74
D	60—69
F	59 or less

Academic Misconduct. Cheating or collaborating on assignments, plagiarism (copying others work in any form without proper reference and citation), or any other form of academic misconduct is strictly prohibited and will not be tolerated. Consequences for academic misconduct are based on university regulations, and are grounds for the grade of “F” for the course. Please refer to the university student handbook for further information.

Students with special needs. Anyone with special needs (persons with physical handicaps, university-documented learning disabilities, English as a second language) should identify themselves to the instructor by the end of the first week of class if he/she needs special accommodations.

Required and Optional reading Materials

The following *required texts* can be purchased at the CSU bookstore, or may be available online. Please ask or email me if you are having trouble finding the texts.

- ▶ **Hall, Mary.** *Getting Funded: A Complete Guide to Proposal Writing, Fourth Edition* (2003), Continuing Education Publications, Portland State University, Portland, OR.
- ▶ **Kiritz, Norton J.** 1980. *Program Planning and Proposal Writing: Expanded Version*, TGCI Training Programs, Los Angeles, CA.

Other required course readings may be found on CSU’s *Electronic Course Reserve*, or on the Internet, as directed by the course schedule below or the WebCT Homepage.

Optional readings that may help you polish your writing skills are available at CSU’s University library Virtual Reference desk. On the library homepage, <http://www.ulib.csuohio.edu/>, locate the drop-down menu “Virtual Reference” towards the top of the right side of the screen, in the drop-down menu, find and click on “Writing Resources”. There you will find style guides, writing guides, dictionaries, and thesauri at your fingertips.

Course Schedule and Weekly Reading Assignments

WEEK 1: January 16 (Jan. 18 In Class Meeting)

Introduction to course content, WebCT
Hall & Howlett, Chapter 1: Getting Started
Read: *Foundation Center Proposal Writing Basics* using links in Course
Content Module

WEEK 2: January 23

Hall & Howlett, Chapter 2: Assessing your capability
Resume due via WebCT by 11:59pm, Sunday January 28, 2007

WEEK 3: January 30

Hall & Howlett, Chapter 3: Developing the idea

WEEK 4: February 6

Hall & Howlett, Chapter 4: Selecting the funding source

WEEK 5: February 13

Hall & Howlett, Chapter 5: Writing the proposal
Program Description due via WebCT by 11:59pm, Sunday February 18, 2007

WEEK 6: February 20

Hall & Howlett, Chapter 6: Title page, abstract, and accompanying documents
Kiritz, pp. 1-12

WEEK 7: February 27

Hall & Howlett, Chapter 7: Writing the purpose statement

WEEK 8: March 6

MIDTERM EXAM (available Mon. 3/5/07. due by Sun. 3/11/07 @ 11:59pm)

WEEK 9: March 13

SPRING BREAK – OFFLINE WEEK

WEEK 10: March 20

Hall & Howlett, Chapter 8: Writing the statement of need
Kiritz, pp. 13-19

WEEK 11: March 27

Hall & Howlett, Chapter 9: Procedures
Kiritz, pp. 20-27
Funding Source Report due via WebCT by 11:59pm, Sunday March 25, 2007

WEEK 12: April 3

Hall & Howlett, Chapter 10: Evaluation
Kiritz, pp. 28-33

Optional Draft of Proposal due via WebCT by 11:59pm, Sunday, April 8

WEEK 13: April 10

Hall & Howlett, Chapter 11: Qualifications and personnel
Kiritz, pp. 34-38

WEEK 14: April 17

Hall & Howlett, Chapter 12: The budget
Kiritz, pp. 39-47

WEEK 15: April 24

Hall & Howlett, Chapter 13: Review, submission, notification, and renewal

WEEK 16: May 1

FINAL PROPOSALS DUE BY FRIDAY MAY 4 AT 5PM

CHATS AND POP-UP BOXES

One of the most common problems students encounter with WebCT is their inability to open the chats or other items such as quizzes. This occurs because they are pop-up boxes and some computers may block the opening of popup boxes. Below are instructions on how to disable the popup blocker on such a computer in Mozilla and Internet Explorer web browsers. In addition, if you do the work in the Urban computer Lab, all the lab assistants are trained in how to do this.

For Mozilla: From the browser, go to tools>Popup manager>allow popups from this site. Then, another window will open. It will put the name of the site in the filename area (WebCT), but the student has to click "add" and then click "ok".

In Internet Explorer, external popup blockers most likely are the cause, since IE does not have a built in popup blocker. If you are using Internet Explorer and the quiz fails to pop up, the google toolbar appears above the browser window. The student then can click on the popup blocker button and they will get an option to allow popups from the webct site.

You should only have to do this one time to change the preferences in the profile.

Note: YOU ARE RESPONSIBLE FOR MANAGING THE TECHNOLOGY. YOU NEED TO FACTOR THAT INTO YOUR PLANNING AND ORGANIZATION.

For example, test the video linkage before the due date. Keep copies of your homework in case they don't download correctly. Call the professor immediately if the computer crashes in the middle of an exam. If your personal computer crashes, you will have to find another way to participate such as using school computers.

Workplace Use of Technology

For those of you who have permission to do your work at your workplace and plan to do so, please be advised that many workplaces have computer safeguards in place that may prevent you from accessing certain course components. In particular, workplace firewalls may not allow you to view video lectures, and pop-blockers may block the quizzes and exams.

IMPORTANT NOTE: FOR YOUR ASSIGNMENTS, YOU ARE REQUIRED TO NAME THE FILES WITH YOUR NAME (E.G. JANESMITH_RESUME.DOC) AND PUT YOUR NAME ON THE FIRST PAGE OF YOUR DOCUMENT.

CSU Urban Studies Computer Labs & Hours Urban Rooms 39 and 40, Lower Level.

Information

UR 40 is the primary student computer lab with 33 stations. UR 39 is a teaching lab with 16 stations and is also used when UR 40 is overloaded. Every urban student has an active account within the computer labs. You must be a student of the Urban College in order to use the labs. The labs are PC based with a Windows XP operating system with Microsoft Office 2003.

::SPRING 2007 Semester Hours –

Lab hours for spring are :

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 6:00 p.m.
Sundays	12:00 p.m. – 5:00 p.m.

::Contact

Student Technology Support Specialists, STSS (Lab Monitors)

Phone: (216) 523-7566

Email: stss@urban.csuohio.edu

STSS Supervisor: (216) 687-6898, caryn@urban.csuohio.edu.

How to Create your “My WebCT” Account

Step 1: (COMPUTER LAB, LEVIN COLLEGE) Log in. If you are working from home or other location, go to step 2.

If you are in the Levin College computer lab, you will need to log in to the computer. The login and password have no relationship to your WebCT accounts/passwords. If you do not know your login and password, you can ask to use a guest account. Guest accounts are only valid for one week, so you will need to find out your lab account if you intend to work in the lab. Forms are available in the lab to request this information.

Step 2: Open Browser to <http://webct.csuohio.edu> (preferably Microsoft Explorer or Netscape Navigator)

If you have never taken a class with a WebCT component, click on “create my WebCT ID”. Fill out the online form to create your account. Please NOTE: **The WebCT login and password you fill in will be the login and password you always have to use to get into your account.**

Step 3: THIS IS A ONE-TIME ONLY STEP

After you have created your “My WebCT” account, you will come to your opening screen which has your name at the top. Click on “add a course”. Go to “Urban Affairs” category, “UST 410 Proposal Writing & Program Development, section 501, Spring 2007 (Matheny)”. Click the box that says “self-register”. Return to your “My WebCT”. The link to the course will appear in the upper right hand corner of your screen.

Step 4: You are now ready to begin your WebCT course

WebCT is a web-based courseware package that can be accessed anytime, anywhere you have an internet connection. Point your browser to <http://webct.csuohio.edu> to access your my WebCT page. Internet Explorer is the preferred browser, however Netscape Navigator can be used as well. It is not recommended that you use WebCT through AOL. It does not interface well with the AOL browser. When using Explorer or Navigator, check advanced options to make sure that java features are enabled. In Netscape Navigator, this is found under “Edit”, “Preferences”, “Advanced”. Check all boxes regarding java and then click “ok”. In Explorer, go to “Tools”, “Internet Options”, “Advanced”. Under the “Microsoft VM” section, make sure all boxes are checked and click “ok”.

If you have any questions or problems with WebCT, please call Caryn Eucker at (216) 687-6898 or caryn@urban.csuohio.edu.

ASSIGNMENT #1

DUE: THURSDAY, JAN. 18

1. Retrieve Assignment #1 from this week's Course Content Module on the WebCT Course Homepage.
2. Complete the assignment, and save it to an appropriate place on your computer (H:/drive, C:/drive, desktop, CD, etc.) remember where you save it to!!!)
3. Go back to the WebCT Course Homepage.
4. Click on the Assignment Drop Box.
5. Click on the appropriate assignment (assignment 1 in this case).
6. Click on "upload file".
7. Click "browse," which will ask you to choose a file. Find your file on the drive that you saved it on, and double-click on the file. The file name will then show up in the file name box.
8. Click "upload". You should now see your file listed in the blue box. Above it you will see the status as "un-submitted." You now need to submit your file.
9. To receive email that your assignment was correctly submitted, enter your email address in the box above the "submit assignment button." This will allow WebCT to send you an automated email that your file was correctly and successfully submitted.

NOTE: NAME THE FILE WITH YOUR NAME, COURSE NAME, AND ASSIGNMENT NAME IN ORDER TO RECEIVE FULL CREDIT. THIS INFORMATION MUST ALSO APPEAR AT THE TOP OF THE FIRST PAGE ON THE ACTUAL ASSIGNMENT ITSELF.

e.g. Smith_UST410_Assignment1

10. Click on "submit assignment" at the bottom of the screen.
11. Check your email to see if the assignment was successfully submitted.