

## AG 533 Grant Writing Course Syllabus

**Course Description:** This course provides the student with practical skills in identifying grant sources and developing proposals. The course will focus primarily on Agriculture, Food, Family, Community, and Youth initiatives appropriate for master's students, as well educational and research projects applicable to professionals at the secondary, postsecondary, or extension/outreach level.

**Text:** There is no text, but students should expect to print numerous pages from online. A three inch, three-ring binder is strongly recommended for organizing these resources. These resources may be useful beyond the closing date of this course, but unless you save them, they may not be available.

**Student Learning Outcomes/Course Objectives:** Upon successful completion of this course, the student will be able to perform each of the following...

1. Distinguish between types and sources of grants for education, outreach, and research.
2. Define terms associated with developing grant proposals.
3. Locate funding announcements and *requests for proposals/applications* (RFPs/RFAs) applicable to the student's major field of study, career interests, or service goals.
4. Review abstracts and non-technical summaries of previously funded projects.
5. Interpret RFPs/RFAs and sample proposals.
6. Recognize common elements of grant proposals.
7. Analyze proposals to determine how well RFP/RFA specifications are met.
8. Identify, read, synthesize, and cite professional and academic articles that support key aspects of a project proposal.
9. Collaborate with project partners and pre-submission reviewers (previewers).
10. Compose a proposal narrative and executive summary.
11. Budget human, capital, material, and informational resources for grant proposals.
12. Draft and solicit letters of support.
13. Establish timelines for assembling and submitting a proposal.
14. Submit a proposal on or before a deadline.
15. Evaluate proposals submitted by others.

### Course Organization and Philosophy

This course is based on an educational philosophy grounded in *relevance* and is learner-centered with the professor serving as a facilitator and evaluator. However, the course is designed to be *rigorous* and *practical*. The course is organized into *modules* or units of instruction. These modules have a specified time for you to review the associated materials and complete each task (Discussions, Assignments, etc.).

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## Learning Activities

Learning activities will consist of online discussions, document reviews, more discussion, assignments (documents you create of various types), peer review and collaboration, and a final project. We will use D2L to facilitate class activities and distribute information. There will be little *professor-composed* text under the Lecture portion of each module. The Lecture area will primarily serve as a place for an introduction to the module and a home for links to various resources that should be accessed and reviewed. Each Module will consist of 1-2 Discussion topics. It is essential that you post to these online discussions and respond, if appropriate, to other posts. Information posted to Discussion should be clear and concise. Common courtesy and civil discourse is expected throughout interactive activities.

## Grading Policy

It is expected that you work on it until you get it right (A quality). Less than excellent quality is generally not acceptable in the world of *peer reviewed publications* and *academic accountability measures*. However, it is understandable that professional or personal obligations may be unforeseen and result in less time available. Also, in some cases a deficiency of points accumulated from missing formative assignments or activities may result in a final grade of less than an A. This is a rare occasion and is not recommended.

## Grade Determination

This course is a web-based, spanning over four weeks. Each online module includes an overview; notes if applicable, and review of related websites, documents, journal articles, and/or videos; online discussions on relevant topics/issues; and an assignment. Assignments may include projects, reflective essays, or experiential activities that extend beyond the virtual boundaries of D2L online format. Details of these and other assignments will be provided online within the course modules in D2L.

<i>Assessment Activity</i>	<i>Possible Points</i>
Weekly online discussions (15 @ 10)	150
Development/Progress Assignments/Collaboration	400
1. Executive summary and background	
2. Proposed activity and related budget	
3. Draft letter of support/collaborator list	
4. Logic model	
<u>Final Project (Completed Grant Proposal)</u>	<u>100</u>
<b>Total possible points</b>	<b>750</b>

$$\text{Your grade} \_\_\_\_\_ \% = \frac{\text{Your Total Points Earned}}{\text{Total Possible Points}} \times 100$$

A=90% or higher      B=80-89%      C=70-79%      D=60-69%      F= below 60%

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**Syllabus Addendum** for Dr. Bob Williams for the Spring 2024 Semester

### OFFICE HOURS

Office hours are available for student conferences with the professor for additional course support and, if applicable, academic/career advisement. The following hours will be maintained for this purpose, provided they are not circumvented by administrative assigned tasks beyond the professors control, professional travel to conferences or meetings, or medical appointments for professor or his household dependents.

Monday	9:00-9:50 a.m.
Tuesday	9:30-11:30 a.m.
Wednesday	9:00-9:50 a.m.
Thursday	by appointment
Friday	by appointment

### TECHNOLOGY ACCESS AND NAVIGATION

The electronic gradebook on D2L will be used in this course. You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

If you are having technical difficulty with any part of Brightspace [D2L] , please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “click here” to submit an issue via email.

### COMMUNICATION AND SUPPORT

#### ***Interaction with Instructor Statement***

The professor and GAs or SIs will be accessible to students via email as well as the professor will have specific office hours and times when students may schedule an appointment. Email is the most effective form of correspondence with the professor. **Do not attempt to text, Skype, or Facetime the professor.** Response to emails, except for the weekends or during times which the professor may be in remote area conducting research, will normally occur within 24 hours or receipt of the original message.

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## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### ***University Specific Procedures***

#### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

[Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

#### ***TAMUC Attendance***

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

#### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

#### ***ADA Statement***

##### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

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*Office of Student Disability Resources and Services*

Texas A&M University-Commerce  
Gee Library- Room 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)  
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer. Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### ***COVID-19 Conditions and Response***

In the event of another pandemic, you may face periods of isolation or restriction of movement. Since this is an online course, it is designed for your completion from anywhere that internet access exists. If you do not have internet access in your current residence, you need to identify how you will access your assignments if you cannot leave. This may include the use of a smart phone or other digital device that can offer connectivity. Most assignments can be completed offline, but the internet may be required for research, online discussions, and the uploading of assignments/projects. If you have a medical reason for an assignment to be delayed, I will excuse that. Internet access, or the lack of it, is not a medical excuse.

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