Course Title: Grant Writing
Course Number: HR 5373-101

Course Description: Grants are an ever-important part of many organizations. This course will teach the basics of preparing a professional, effective funding proposal. The course will provide the participant with specific tools that can be used to analyze and solve problems of proposal management. Exposure to fundraising as a dynamic process will also be introduced. A variety of techniques including small groups, experiential exercises and lectures will be used to illustrate course materials.

Class Dates, Location and Hours:
Dates: February 20-22 & 27-March 1, 2015
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 9:00 a.m. - 1:00 p.m.
Last day to enroll or drop without penalty: January 22, 2015

Site Director:
Bethany Neubauer. Phone: 405-325-1263; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:
Course Professor: Richard L. Coberg, Ph.D.
Mailing Address: P.O. Box 6362
Norman, OK 73070
E-mail Address: drcoberg@aol.com
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at www.oklahoma.bkstr.com is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.


Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.
Course Objectives:
The course is designed to:

- introduce students to Grantsmanship, Fundraising and Development;
- give students practical experience in preparing a grant application;
- offer students an opportunity to learn about private and public sources for grant and contract funds;
- help students analyze their own skills in each area of the Fundraising process;
- allow students to interact with others at various levels of experience in the development trade; and
- encourage students to incorporate Grantsmanship and Fundraising concepts into their professional careers and graduate studies.

Assignments, Grading and Due Dates:
There is no pre-class assignment, other than familiarization with the text. Some work will be done outside class time, but it is more than manageable.

Attendance/Grade Policy
This is a hands-on, participatory course that necessitates your presence. Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

Grading:
This is a letter-graded course: A, B, C, D, or F.

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
Policies and Notices

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Richard L. Coberg, Ph.D.

Education

1982 Ph.D. in Lifelong Learning, University of Oklahoma, Norman, Oklahoma

Current Positions

- Director, Educational Alternatives, University of Oklahoma, Norman, Oklahoma
- Advanced Programs professor since 1994

Frequently Taught Advanced Programs Courses

- HR 5003 Theoretical Foundations of Human Relations
- HR 5013 Current Problems in Human Relations
- HR 5083 Seminar in Group Dynamics
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5113 Grant Writing & Development
- HR 5113 Women & Men in Organizations

Representative Publications and Presentations


Representative Honors and Awards Received

- Oklahoma Safe-Kids Seatbelt Award, 1993
- National Commission Against Drunk Driving 1990 Distinguished Service Award in Prevention
- Advertising Council Award of Merit 1988, Oklahoma Challenge Video
- Outstanding Staff Member 1983, University of Oklahoma Student Association
- Award of Excellence, Managerial Staff Council, University of Oklahoma, 1982

Major Professional Affiliations

- Oklahoma College Personnel Association
- Oklahoma Adult Education Association
- Oklahoma Community Education Association
- Toastmasters International
- Alpha Phi Sigma, National Criminal Justice Honor Society