The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

Course Title:  
Grant Writing

Course Number:  
HR 5373-223

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: November 1-6, 2011  
Location: Ramstein, Germany. Classes held at Bldg. 2783, 3rd Floor, Kapaun Air Station.  
Hours: Tue-Fri 6:00-9:30 p.m.; Sat-Sun 8:30 a.m.-4:30 p.m.  
Last day to enroll or drop without penalty: October 3, 2011

Site Director:  
Kendra Burnside. Assistant: Janee Lefrere. Phone: DSN 480-6807, Civilian 06371-476807; Fax: 06371-479839; E-mail: apramstein@ou.edu

Professor Contact Information:  
Course Professor: Richard L. Coberg, Ph.D.  
Mailing Address: P.O. Box 6362  
Norman, OK 73070  
Telephone Number: (405) 360-4353  
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 Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).


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:
This course is designed to:
• introduce students to Grantsmanship, Fundraising and Development;
• 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. The class operates as a workshop. You will develop a mini proposal covering each area of the grant writing process outlined by Hall. You will work in a team on a grant proposal. Proposals will be evaluated originally in class and a final proposal will be due on the last day of class. The idea is to help the students develop a format for future projects.

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Class Presentation by Groups on Chapters</td>
<td>25%</td>
</tr>
<tr>
<td>Quiz on Lectures</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam (open book/notes)</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Grant Writing Project</td>
<td>30%</td>
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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. 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 Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your 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.

Copyright

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

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