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

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 14-16 & 21-23, 2014  
Location: OCCE, Norman, Oklahoma. Classes are held in the Thurman White Forum Building, 1704 Asp Avenue.  
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 9:00-1:00 p.m.  
Last day to enroll or drop without penalty: January 16, 2014

Site Director:  
Cathy Yeaman. Assistant: Kathie Nicoletti. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:  
Course Professor: Chris A. Purcell, Ph.D.  
Mailing Address: 119 Evans Hall  
The University of Oklahoma  
Norman, Oklahoma 73019  
Telephone Number: 405/325-4122  
E-mail Address: regentspurcell@ou.edu  
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. Orders can be placed online at www.oklahoma.bkstr.com. Fax orders may be placed 24 hours a day at (405) 325-7770. Representatives are available by phone at (405) 325-3511 or (800) 522-0772 (toll-free) or E-mail at 0831mgr@fheg.follett.com from 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; and 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). (Text prices are available online.)

Note: Follett 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 Follett.

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.

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

Please take note of the Attendance/Grade Policy on the next page. This is a hands-on, participatory course that necessitates your presence.

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 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

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.

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

Chris A. Purcell, Ph.D.

Education

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

Current Positions

• Vice President for University Governance and Secretary of The University of Oklahoma, Cameron University and Rogers State University
• Adjunct Assistant Professor of Human Relations, and of Educational Leadership and Policy Studies, University of Oklahoma

Frequently Taught Advanced Programs Courses

• HR 4013 Current Problems in Human Relations
• HR 5073 Creative Problem Solving
• HR 5093 Introduction to Graduate Studies in Human Relations
• HR 5373 Grant Writing

Representative Honors and Awards Received

• OU College of Education “75 Who Made a Difference”, 2005
• Leadership Oklahoma, Class V, 1991-1992
• Outstanding Administrator Award, University of Oklahoma Student Association, 1991
• Wewoka Public School Foundation Award for Excellence, 1987 and 1996
• Walter Neustadt Award as the Outstanding Administrator of the University of Oklahoma, 1984
• Advisor for the University of Oklahoma Panhellenic Association which was awarded the National Panhellenic Award as the best panhellenic association in the nation for the 1979-1980 Biennium and the 1982-1983 Biennium

Major Professional Affiliations

• State Regents’ Regents Education Program Advisory Committee
• NCAA Certification Self-Study Committee
• Assistance League of Norman President
• Norman Public School Foundation Board of Directors
• Norman (OK) Community Foundation (founding Board member)