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

Course Title:  
Grant Writing

Course Number:  
HR 5373-220

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: December 4-9, 2012  
Location: Naples, Italy. See Site Director for classroom site.  
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: November 5, 2012

Site Director:  
Rosalinda Archuleta Pintor. Phone: 39-081-568-6672; DSN 626-6672; Fax: 39-081-568-6671; DSN 626-6671; E-mail: apnaples@ou.edu.

Professor Contact Information:  
Course Professor: Dr. Chan M. Hellman  
Mailing Address: OU-Tulsa  
4502 East 41st Street  
Tulsa, OK 74135  
Telephone Number: 918-660-3484  
Fax Number: 918-660-3490  
E-mail Address: chellman@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 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 405-325-7140 (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:
By the end of the course, the student should be able to:
- understand the role of non-profit organizations in our community;
- write clear and effective problem statement;
- develop goals and objectives;
- develop a logic model for the project; and
- develop a meaningful budget.

Assignments, Grading and Due Dates:
1. Each student will develop and present a grant proposal for a nonprofit organization of their interest. The characteristics of the plan will include: Mission statement, organizational chart, program description, program goals and objectives with an evaluation plan, problem statement, funding sources and a budget. This proposal will be presented at the end of the course. 40% of grade
2. Develop a case-study of an existing nonprofit organization grant. The student will obtain a grant proposal from a non-profit organization (preferably one that was not funded). The student will then develop a SWOT analysis for the proposal. This will be presented in class. 30% of grade
3. Class participation 30% of grade

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. 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. 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

Chan Hellman, Ph.D.

Education


Current Positions

- Associate Professor – Department of Human Relations, The University of Oklahoma.
- Advanced Programs professor since 2005

Frequently Taught Advanced Programs Courses

- Research in Human Relations
- Organizational Assessment
- Leadership in Organizations
- Non-profit Organization
- Grant Writing

Major Areas of Teaching and Research Interest

Center of Applied Research for Nonprofit Organizations: Chan is the founding director of the OU-Tulsa Center of Applied Research for Nonprofit Organizations. The Center of Applied Research for Nonprofit Organizations seeks to create and maintain a culture of inquiry through conducting original research on nonprofit agencies’ impact on the quality of life among all citizens. The hallmark of scholarship is the capacity to contribute new knowledge in a specific area. Since its inception in 2005, faculty working with the Center has generated nearly $750,000 in external funding. Faculty and students working with the Center have published 20 peer-reviewed journal articles and presented more than 50 papers at national scholarly conferences. Finally, the Center has provided support to four PhD dissertations and five master’s theses. The research generated from the Center has helped nonprofit organizations implement policy change and, improved strategic planning, fundraising capacity and client well-being.

Representative Publications and Presentations