Grant Writing - HU4694 Summer 2015

For course schedule, click here.

Instructor: Dr. Marika Seigel - maseigel@mtu.edu

Note: I am on sabbatical in Estonia this year, so email is the only way to reach me. Please remember that I am 7 hours ahead of Eastern Standard Time and traveling quite a bit, so expect a delay in response, although I will respond to course related emails as promptly as I can. I am also happy to talk with you face-to-face via Skype or FaceTime if you need a more extended discussion. If you would like make a Skype conference appointment, email me to arrange a time.

In order to ensure that I know your email is course correspondence and something that requires a timely response, please begin the subject line of all emails with "Grant Writing 2015." (So your email subject might read: "Grant Writing 2015 - Final project" or "Grant Writing 2015 - tomorrow's discussion prompt") If you do not include "Grant Writing 2015" in your subject line, I will not know that it is course correspondence and the email may be lost.

COURSE DESCRIPTION

In this course, you will apply principles of rhetoric to analyze and create a grant proposal (or portions of a proposal) for a project of your choice. Along the way, you will also create other genres such as common to the professional world, such as white papers, memos, and progress reports. The ultimate goal of this course is to help you create writing that makes a difference—either in your academic and professional lives and or the world at large.

COURSE OBJECTIVES

- Develop rhetorical analysis and production skills
- Improve project management ability
- Learn to better edit your own work and the work of others
- Gain experience in professional writing genres

COURSE REQUIREMENTS

Complete the two major projects for the course: the white paper and the grant proposal (or grant proposal sections). Participate in daily discussion prompts, take periodic quizzes, and complete additional short writing assignments. Turn work in on time (late work will be penalized as specified below unless you have made arrangements with me in advance). Conduct yourself in a professional manner and respect the opinions of others in the class.

GRADING SCHEME

Grades will be based on the following:

- Final project: 200 points
- White paper: 250 points
- Discussion posts: 300 points
- Quizzes/short assignments: 250 points
There are 1000 total points possible in this course. Your grade will be based on the total number of points that you received for the course divided by the total number of points possible. Your letter grade will be assigned according to the following chart:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade points/credit</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% &amp; above</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>AB</td>
<td>87% – 92%</td>
<td>3.50</td>
<td>Very good</td>
</tr>
<tr>
<td>B</td>
<td>82% – 86%</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>BC</td>
<td>76% – 81%</td>
<td>2.50</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>70% – 75%</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>CD</td>
<td>65% – 69%</td>
<td>1.50</td>
<td>Below average</td>
</tr>
<tr>
<td>D</td>
<td>60% - 64%</td>
<td>1.00</td>
<td>Inferior</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

I  Incomplete; given only when a student is unable to complete a segment of the course because of circumstances beyond the student’s control.

X  Conditional, with no grade points per credit; given only when the student is at fault in failing to complete a minor segment of a course, but in the judgment of the instructor does not need to repeat the course. It must be made up by the close of the next semester or the grade becomes a failure (F). A (X) grade is computed into the grade point average as a (F) grade.

LATE/MISSED WORK POLICY

Assignments turned in late (including discussion posts, short assignments, and quizzes) will be docked 10 points per day that they are late.

UNIVERSITY POLICIES

Student work products (exams, essays, projects, etc.) may be used for purposes of university, program, or course assessment. All work used for assessment purposes will not include any individual student identification.

Michigan Tech has standard policies on academic misconduct and complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. For more information about reasonable accommodation for or equal access to education or services at Michigan Tech, please call the Dean of Students Office, at (906) 487-2212 or go to http://www.mtu.edu/provost/faculty-resources/syllabus-policies/