

NEW COURSE PROPOSAL**Courses must be submitted by November 2, 2009, for priority catalog review.**DATE (*Change if modified and redate file with current date*) 10-7-11; REV 10.20.11

PROGRAM AREA(S) ENGLISH

1. Course Information. *[Follow accepted catalog format.]***Prefix(es)** (Add additional prefixes if cross-listed) and **Course No.** ENGL 480**Title:** INTRODUCTION TO GRANTWRITING **Units:** 3

x Prerequisites Upper division standing

Corequisites

Consent of Instructor Required for Enrollment

Catalog Description (Do not use any symbols): Introduction to the grantwriting process. Includes needs assessment, researching funders, and preparing a proposal. Students will be encouraged to work collaboratively to identify authentic needs and develop a draft grant proposal that can serve as the seed for an actual proposal.**Grading Scheme:**

x A-F Grades

Credit/No Credit

Optional (Student Choice)

Repeatability:

Repeatable for a maximum of units

Total Completions Allowed

Multiple Enrollment in Same Semester

Course Level Information:

x Undergraduate

Post-Baccalaureate/Credential Graduate

Mode of Instruction/Components (*Hours per Unit are defaulted*).

	Units	Hours per Unit	Benchmark Enrollment	Graded Component	CS & HEGIS # (Filled in by the Dean)
Lecture	3	1	30	X	
Seminar		1			
Laboratory		3			
Activity		2			
Field Studies					
Indep Study					
Other Blank					

Leave the following hours per week areas blank. The hours per week will be filled out for you.

3 hours lecture per week

hours blank per week

2. Course Attributes:

General Education Categories: All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/geapproval>. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

A (English Language, Communication, Critical Thinking)

A-1 Oral Communication

A-2 English Writing

A-3 Critical Thinking

B (Mathematics, Sciences & Technology)

B-1 Physical Sciences

B-2 Life Sciences – Biology

B-3 Mathematics – Mathematics and Applications

B-4 Computers and Information Technology

C (Fine Arts, Literature, Languages & Cultures)

C-1 Art

C-2 Literature Courses

C-3a Language

C-3b Multicultural
D (Social Perspectives)
E (Human Psychological and Physiological Perspectives)
UDIGE/INTD Interdisciplinary
Meets University Writing Requirement
Meets University Language Requirement

American Institutions, Title V Section 40404: Government US Constitution US History
Refer to website, Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

Service Learning Course (Approval from the Center for Community Engagement must be received before you can request this course attribute).

3. Justification and Requirements for the Course. (Make a brief statement to justify the need for the course)

A. Justification: This course is integral to the Technical Writing Certificate in English and will be supportive of other majors on campus including business, communications, sociology and education students. It will also serve community members' needs in Ventura County, specifically educators and non-profits who do not have a grant writer in house but who want to develop that capacity. Currently CSUCI does not offer any courses that provide instruction in grant writing.

B. Degree Requirement: Requirement for the Major/Minor
x Elective for the Major/Minor
Free Elective

Note: Submit Program Modification if this course changes your program.

4. Learning Objectives. (List in numerical order. You may wish to use the following resource in utilizing measurable verbs: <http://senate.csuci.edu/comm/curriculum/resources.htm>)

Upon completion of the course, the student will be able to:

- Identify the stages of the grant application process
- Collaborate with an organization or group
- Summarize the needs of a particular organization
- Locate and evaluate funders based upon need
- Analyze grant models for structure and content
- Compose effective elements of the grant application
- Create a feasible budget using Excel
- Evaluate peer documents and provide useful feedback

5. Course Content in Outline Form. [Be as brief as possible, but use as much space as necessary]

1. Introduction to grantseeking
2. Identifying and specifying needs
3. Creating a proposal writing team
4. Verifying institutional and personal capacity to implement
5. Researching and targeting funders
6. The RFP: Components of Grant Applications
7. Preproposal contacts with organization and funder
8. Statement of Problem
9. Project Description
10. Goals, Objectives and Outcomes
11. Methods and Timeline
12. Budgets
13. Evaluation
14. Dissemination

Does this course content overlap with a course offered in your academic program? **Yes** ☐ **No** ☒

If YES, what course(s) and provide a justification of the overlap. ☐

Does this course content overlap a course offered in another academic area? **Yes** ☐ **No** ☒

If YES, what course(s) and provide a justification of the overlap. ☐

Overlapping courses require Chairs' signatures.

6. Cross-listed Courses (Please note each prefix in item No. 1)

A. List Cross-listed Courses (Signature of Academic Chair(s) of the other academic area(s) is required).

List each cross-listed prefix for the course: ☐

B. Program responsible for staffing: English

7. References. [Provide 3 - 5 references]

Carlson, M. (2002). *Winning Grants Step by Step: The Complete Workbook for Planning, Developing, Writing, Successful Proposals*. San Francisco: Jossey-Bass.

Karsh, E. , & Fox, A. (2003). *The Only Grant-writing Book You'll Ever Need*. New York: Carroll.

Miner, J. , & Miner, L. (2005). *Models of Proposal Planning & Writing*. Westport, Conn.: Praeger.

Miner, J. , Miner, L. , & Griffith, J. (2011). *Collaborative Grantseeking: A Guide to Designing Projects, Leading Partners, and Persuading Sponsors*. Santa Barbara, Calif.: Greenwood.

8. Tenure Track Faculty Qualified to Teach This Course.

Mary Adler, Bradley Monsma, Julia Balen, Bob Bleicher, Jill Leafstedt, Kaia Tollefson, Marie Francois

9. Requested Effective Date:

First semester offered: Fall 2012

10. New Resources Requested. Yes ☒ **No** ☐

If YES, list the resources needed.

A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)

☐

B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)

☐

C. Facility/Space/Transportation Needs

☐

D. Lab Fee Requested (please refer to Dean's Office for additional processing) **Yes** ☐ **No** ☒

E. Other

A lecture from a staff member from the Office of Research and Sponsored Programs (ORSP) on grant-seeking at CSUCI.

11. Will this new course alter any degree, credential, certificate, or minor in your program? Yes ☒ **No** ☐

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: October 5, 2009 of preceding year.

Priority deadline for Course Proposals and Modifications: November 2, 2009, of preceding year.

Last day to submit forms to be considered during the current academic year: **April 15th**.

Mary Adler

10/7/2011

Proposer of Course (Type in name. Signatures will be collected after Curriculum approval)

Date

Approval Sheet

Program/Course:

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
General Education Chair		
	Signature	Date
Center for International Affairs Director		
	Signature	Date
Center for Integrative Studies Director		
	Signature	Date
Center for Multicultural Engagement Director		
	Signature	Date
Center for Civic Engagement Director		
	Signature	Date
Curriculum Chair		
	Signature	Date
AVP		
	Signature	Date