

Notre Dame de Namur University
EDU 2233: Grant Writing
Term 2, Fall, 2009—M 6:00-10:15

Larry Lujan

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I hold a Ph.D. in English from the University of California at Berkeley. I have taught English, history, political science, humanities, speech, film history, philosophy, and religious studies at the University of San Francisco, Saint Mary's College, Holy Names University, the University of Phoenix, Skyline College, the San Francisco Community College District, the California Maritime Academy, the Fashion Institute of Design and Merchandising, and the San Francisco Conservatory of Music, as well as serving as an educational administrator (supervising a staff of over eighty), academic adviser (counseling three hundred students a year), textbook salesman, and writing consultant. I have been at NDNU for sixteen years; I also lead school tours to Italy during the summer.

You can call me at home, at any reasonable time; if no one answers, leave a message on the machine and I'll get back to you as soon as I can. Or you can send me an e-mail message; I usually check my messages several times a day.

Learning Objectives:

This course examines the basic concepts and skills for identifying funding sources and writing convincing grant proposals. Proposal writers bring their project ideas and draft proposals to class for small group evaluations and ongoing writing support. In this course you will improve your skills in written and oral communication, in critical thinking, in community engagement, and in teamwork.

Course Requirements:

Attendance and participation are required. You are allowed one excused absence; a second absence may result in your being dropped from the course. If you are habitually and substantially late for class, this may add up to an absence.

All papers written outside of class must be typed or word-processed and double-spaced, with reasonable margins. Much of your writing will be shared in class. Grades will be lowered for late papers.

Texts:

There will be two texts for this course:

Richard A. Lanham, Revising Business Prose, 4th edition. Pearson/Longman.

Edward A. Dornan with Robert Dees, The Brief English Handbook, 8th edition.
Pearson/Longman.

There will also be handouts, but you won't have to buy any other books.

Grading:

Two-thirds of your final grade will depend on the final project; the other third will depend on your oral presentation, the shorter written assignments, class participation, and improvement. There will be no tests.

Plagiarism Policy

Plagiarism is a violation of NDNU's code of student ethics and will not be tolerated. It is a form of intellectual dishonesty that involves the theft of another person's ideas, language, and/or written thought processes. One violation of the policy will result in a failing grade for the assignment; repeated or flagrant plagiarism may result in failure for the course, or even dismissal from NDNU.

Note: If you have any kind of disability, for which an accommodation should be made, please let your instructor know right away so that he can direct you to the appropriate campus resources.

APPROXIMATE SCHEDULE OF ASSIGNMENTS AND ACTIVITIES

Week 1: Monday, October 26.

Personal introductions, filling out the Personal Information Sheet, exchanging contact information.

Introduction to the class and setting up the projects.

Freewriting and brainstorming exercises.

Come to class the first night with a grant proposal in mind.

Contact the Foundation Center at 212 Sutter Street in San Francisco (415-397-0902) and set up a visit before the third class.

Week 2: Monday, November 2.

Bring in a project identification paper for peer-critiquing.

Skim the entire Lanham text. Using the Paramedic Method outlined on the inside front cover, revise two pages of your own writing (workplace memos, letters, or reports or a written assignment from a previous course). Turn in both the original and the revised version.

Read Dornan, chapters 12-16. Sentences and paragraphs.

Week 3: Monday, November 9.

Bring in a letter of inquiry, the title page, the table of contents, and the abstract or summary for peer-critiquing.

Read Dornan, chapters 18-19, 22, 25d, 28-30, 32, and 35. Clear writing.

Reports on Foundations visits.

Week 4: Monday, November 16.

Bring in the need, objectives, and methods sections for peer-critiquing.
Bring in a sample of bad writing from work or the newspaper to share with the class.
Exercises on The Official Style.

Week 5: Monday, November 23.

Bring in the qualifications, evaluation, and budget sections for peer-critiquing.
Read Dornan, chapters 37 and 39. Punctuation.
Progress reports.

Week 6: Monday, November 30.

Bring in a rough draft of your grant proposal for peer-critiquing.
Read Dornan, pp. 363-375, 415-419. Documentation formats.
Discussion of oral presentations.

Week 7: Monday, December 7.

Oral presentations.
Turn in your final projects.