POLICIES and SYLLABUS

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Wednesday 3:00 – 5:30 (3/25-5/6) Office Hours: W 1:00-3:00
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Course Overview: You have a idea; you see an opportunity; you recognize a huge need and can help do something about it; but you need to eat, pay the rent and help support your family and your organization. How do you find supporting resources, especially funding to pursue the opportunity? Where can you find funding sources and how do access those sources? Those are the key topics of this course.

The primary format for learning in this course is seminar style with reading, researching and sharing of information as well as structured, experiential activities designed to build skills through practice and interpersonal exchange. Class time is devoted to discussion, observation, feedback, exercises and presentation.

Specific Objectives: Course activities revolve around several specific objectives that become demonstrable activities by the end of the semester. Specifically, you should be able to:

1. Identify sources of resources/funding.
2. Demonstrate how to screen ideas and opportunities effectively.
3. Identify and understand and explain the various components of a proposal.
4. Explain the ways to make proposals more compelling.
5. Communicate ideas effectively to the variety of audiences appropriate to opportunities under consideration.
6. Prepare, critique and present a proposal.
7. Improve communication skills necessary to perform as effective professionals.

ABET Competencies Addressed:
• Ability to function on multidisciplinary teams (d).
• Understanding of professional and ethical responsibility (f).
• Ability to communicate effectively (g).
• The broad education necessary to understand the impact of engineering solutions in a global and societal context (h).
• Recognition of the need for and an ability to engage in life-long learning (i).
• Knowledge of contemporary issues (j).

Attendance and Participation: Class attendance and participation are required due to the seminar and experiential nature of the class. If you are late to class, please enter quietly. Also remember to turn off cell phones until class is over. During class, please participate in the discussions and exercises.

Assignments: You will complete several types of assignments during the semester. Written directions for each assignment will be distributed and discussed in class. Each Assignment Sheet includes information about due dates, product specifications, grade value of products, and grading criteria.
While your instructor reserves the right to adjust assignments and their values, you may expect our assignments and their value to be as follows:

- Funding source analysis: 25%
- Statement of need/problem/opportunity: 20%
- Approach: 15%
- Proposal critiques: 30%
- Participation: 10%

**Grades:** Grades are assigned for class participation (exercises, assignment activities, and discussion), presentations, cases, and final copy of products. Expect occasional in-class writing, especially in response to materials from classmates.

Each assignment is graded, based on criteria for that assignment. Assignments carry individual weights toward your final grade with individuals weights indicated on each Assignment Sheet. Typically your papers are returned for consideration within two weeks and/or before the next product are due.

Normally a grade of "Incomplete" is not available; if a problem arises, please see me and we will work on the issues.

The penalty for plagiarism is an automatic "F" and possible dismissal from the University. We will discuss the meaning of the term in class.

**Ethics**

The strength of the university depends on academic and personal integrity. In this course, you must be honest and truthful. Ethical violations include cheating on exams, plagiarism, reuse of assignments, improper use of the Internet and electronic devices, unauthorized collaboration, alteration of graded assignments, forgery and falsification, lying, facilitating academic dishonesty, and unfair competition.

In addition, the specific ethics guidelines for this course are:

1. You will complete some assignments with a colleague. Other assignments you must complete independently. The expectations for different assignments are explained on the Assignment Sheets.
2. You must reference sources of information in your papers. We will discuss guidelines for references in class.

You can find more information about university misconduct policies on the web at these sites:

- For undergraduates: [http://e-catalog.jhu.edu/undergrad-students/student-life-policies/](http://e-catalog.jhu.edu/undergrad-students/student-life-policies/)
- For graduate students: [http://e-catalog.jhu.edu/grad-students/graduate-specific-policies/](http://e-catalog.jhu.edu/grad-students/graduate-specific-policies/)

**Students with Disabilities**

Any student with a disability who may need accommodations in this class must obtain an accommodation letter from Student Disability Services, 385 Garland, (410) 516-4720, studentdisabilityservices@jhu.edu.
Conferences: Informal or scheduled visits are welcome anytime during office hours.

Papers: Papers must be printed by laser or inkjet and submitted on appropriate paper for the kind of product you are writing. Most copy will be submitted on 8 1/2” x 11” paper with 1” margins on all sides; further, the document format should conform to standard practice for business communication. Place your name and appropriate identification on each page. Staple pages together rather than place them in a binder. Back up your work and keep a copy of each paper for your records. Your graded papers will be returned for your examination and as part of a general class discussion. Note on the Assignment Sheets how many copies of any given assignment you must submit; occasionally you may be asked to submit more than one copy of some draft materials.

Due Dates: Products are due as class begins on the date indicated on the Assignment Sheet. Papers will not be due on religious holidays you observe.

Writing Assistance: You will find a tutor to help you with a specific skill, a grammatical problem, or provide a general reaction to your draft at the JHU Writing Center. The phone number is (410) 516-4258 or via email at writingcenter@jhu.edu.

Texts: While there are no texts absolutely required for this course, expect to read papers and studies for most classes as well as portions of Writing Science by J. Schimel - ISBN 978-0-19-976023-7.

Class Schedule: The following class schedule describes how we will spend our time together this semester. While the schedule may change due to class dynamics and your instructor reserves the right to change this schedule, use the draft to plan your semester activities. Complete the readings for the class period in which they are listed.

<table>
<thead>
<tr>
<th>Week</th>
<th>Expected Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/25</td>
<td>Introduce class, expectations and assignments. Review rules, assignments and semester plans. Review and discuss elements of proposals.</td>
</tr>
<tr>
<td>4/1</td>
<td>Review and discuss requirements for finding sources of funding. Examine rules, options and sources. Work with samples. Turn in Assignment #1.</td>
</tr>
<tr>
<td>4/8</td>
<td>Consider statements of need, persuasion, and logic. Consider purpose goals and benefits. Review samples.</td>
</tr>
<tr>
<td>4/15</td>
<td>Introduce and discuss requirements and best practices for approach. Review samples.</td>
</tr>
<tr>
<td>4/22</td>
<td>Discuss budgets and justifications. Review samples. Discuss ways of calculating, presenting and discussing money. Turn in assignment #2.</td>
</tr>
</tbody>
</table>
4/29 Discuss and develop guidelines for use of visuals. Consider ways to manage process. Review samples. Turn in assignment #3.

5/6 Present proposal/critique. Turn in assignment #4.