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**Syllabus: 09A EHRD 479 500: GRANTS AND CONTRACTS**

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**EHRD 479 - Grants & Contracts  
Spring 2009**

<b>Instructor:</b>	Dr. Charles C. Farnsworth Clinical Assistant Professor Human Resource Development 514 Harrington Tower 979.862.5641 cfarnsworth@tamu.edu Office hours: Mon & Fri 10 am - noon; Tues 2 - 5 pm
<b>Course Description:</b>	Identify funding sources that support research and development activities; identify methods of securing funding; study state, national and private funding sources and how to become successful in submitting to each; complete a proposal to a funding agency and a management plan for a funded project. Prerequisite: Junior or senior classification and approval of instructor.
<b>Course Objectives:</b>	Students will be able to: 1. Demonstrate how to find funding sources. 2. Describe methods of securing state, national and private funding and how to become successful in submitting to each. 3. Demonstrate how to write a proposal to a funding agency and a management plan for a funded project.
<b>Class information:</b>	Day: Monday and Wednesday Time: 4:10 pm - 5:25 pm Location: 103 Oceanography & Meteorology Bldg.
<b>Evaluation:</b>	A = 90 - 100 points B = 80 - 89.99 points C = 70 - 79.99 points D = 60 - 69.99 points F = < 60 points <u>100 grade points may be accumulated as follows:</u> Class attendance: 10 points (-1 for each miss) Assignments on time: 20 points (- 5 per late assignment) Sources of funding paper: 20 points Written proposal: 50 points (5 separate drafts of your proposal will be required: Concept, Outline, Rough Draft, Editor's Proof & Final Draft. I will need a printed copy of all assignments).

**Grading rubric:**

Criteria	Failing	Below Average	Average	Above Average	Excellent
Job knowledge	0.125 X Total	0.15 X Total	0.175 X Total	0.20 X Total	0.25 X Total
Initiative	0.125 X Total	0.15 X Total	0.175 X Total	0.20 X Total	0.25 X Total
Thoroughness	0.125 X Total	0.15 X Total	0.175 X Total	0.20 X Total	0.25 X Total
Creativity	0.125 X Total	0.15 X Total	0.175 X Total	0.20 X Total	0.25 X Total
<b>Total Points</b>	<b>0.5 X Total</b>	<b>0.6 X Total</b>	<b>0.7 X Total</b>	<b>0.8 X Total</b>	<b>1.0 X Total</b>

**Definitions for rubric:**

- Failing – The student produces no evidence of effort in meeting the criteria.
- Below Average – Some evidence exists that the student has made an effort to meet the criteria but there is still no evidence of meeting the criteria.
- Average – The student has fulfilled the minimum conditions of the assignment but nothing more.
- Above Average – The student has clearly expended effort to exceed the minimum conditions for completing the assignment but does not display excellence in the performance.
- Excellent – The student has clearly exhibited ownership of the assignment through an excellent performance that produces much more than the minimum conditions for completing the assignment.
- Job knowledge – The student demonstrates that they not only possess the knowledge required to fulfill the assignment but also that they understand how this knowledge can best be applied to complete the activity.
- Initiative – The student can be relied upon to complete all task related to the activity

even though some of the tasks may not have been anticipated during the initial stages of the project.

- Thoroughness – No part of the job is left undone and no part of the job is done less than perfectly.
- Creativity – The student produces novel yet effective solutions to tasks related to completing the project.

**Schedule:**

**There will not be any class (or attendance point deductions) on lab days; I will be available online or in my office if you need consultation on these days.**

Jan 21 - Course intro, student forms  
 Jan 26 - Guest lecture - Dr. Chris Quick  
 Jan 28 - Guest lecture - Dr. Carol Stuessy - 303 Fermier Hall  
 Feb 2 - Lab day  
 Feb 4 - Draft 1: "Concept" due (printed); class discussion  
 Feb 9 - Outline activity in class  
 Feb 11 - In-class consultation day - peer review of outline  
 Feb 16 - Draft 2: "Outline" due (printed)  
 Feb 18 - Lab day  
 Feb 23 - Sources of Funding paper due in class  
 Feb 25 - Lab day  
 Mar 2 - In-class consultation day  
 Mar 4 - In-class consultation day  
 Mar 9 - In-class consultation day  
 Mar 11 - In-class consultation day  
 Mar 23 - Lab day  
 Mar 25 - Draft 3: "Rough Draft" due (printed copy req.)  
 Mar 30 - Discuss Draft 3  
 Apr 1 - Lab day  
 Apr 6 - Lab day  
 Apr 8 - In-class consultation day  
 Apr 13 - In-class consultation day  
 Apr 15 - In-class consultation day  
 Apr 20 - Draft 4: "Editor's Proof" due (printed copy req.)  
 Apr 22 - Lab day  
 Apr 27 - In-class consultation day  
 Apr 29 - In-class consultation day  
 May 4 - Draft 5: "Final Draft" due  
 No Final Exam

### Americans with Disabilities Act (ADA) Information

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Disability Services in Room B118 of Cain Hall, or call 845-1637. Helpful information is located at <http://disability.tamu.edu>

Due to emergency evacuation requirements, if you feel accommodations will be needed, the department requires you to fill out a disability information form and provide a class schedule for the current semester. This form will be supplied to the instructor and placed in the students file for easy accessibility in case an emergency should arise. The forms are available in the academic advising office, 511 Harrington Tower.

### SCHOLASTIC MISCONDUCT/ACADEMIC DISHONESTY

#### Academic Integrity Statement

**"An Aggie does not lie, cheat, or steal or tolerate those who do."**

Honor Council Rules and Procedures are on the web at <http://www.tamu.edu/aggiehonor>

Scholastic misconduct is defined broadly as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work. Scholastic dishonesty includes (but is not necessarily limited to) cheating on assignments or examinations; plagiarizing (which means misrepresenting as your own work any part of work done by another); submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of all instructors concerned; depriving another student of necessary course materials; or interfering with another student's work. Students who participate in any of these activities will receive a "no pass" grade in this class and will be subject to

University disciplinary action.

#### **Faculty Senate Statement on Plagiarism**

The handouts used in this course are copyrighted. All materials generated for this class are considered "handouts," including, but not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless expressly granted permission to do so by the instructor. As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., that belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic violations, for the plagiarist destroys trust among colleagues without whom the research cannot be safely communicated. If you have questions regarding plagiarism, please consult the latest edition of the *Texas A&M University Student Rules*, under the section "Scholastic Dishonesty."

Student Rule 2.15: Plagiarism is the intentional use of ideas, words or data of another person without giving appropriate credit.

Student Rule 20.1: Commission of the following acts shall constitute scholastic dishonesty.

20.1.3: Plagiarism: Failing to credit sources used in a work product in an attempt to pass off the work as one's own. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.

20.1.4: Conspiracy: Agreeing with one or more persons to commit any act of scholastic dishonesty.

From <http://student-rules.tamu.edu/>

#### **Sexual Harassment**

Texas A & M University policy prohibits sexual harassment. Copies of this policy statement on sexual harassment are available at <http://www.coe.tamu.edu/COEguidelines/I.Administration/I62-64/I62-64.pdf>

Complaints about sexual harassment should be reported to the EAHR Department or University Human Resources.

#### **EHRD COURSE EVALUATION**

All students will be expected and requested to complete an EHRD course evaluation near the end of the semester. The hard copy evaluation forms are anonymous and data is compiled and reported in aggregate format.

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