



Course Syllabus

<u>EDTC 5030 W1</u> COURSE NUMBER AND SECTION	<u>Mary Beckmann</u> / INSTRUCTOR	<u>ponotoc2@yahoo.com</u> <u>beckmann@webster.edu</u> E-MAIL ADDRESS
<u>Searching for Classroom Grant Opportunities</u> COURSE TITLE	<u>Spring 2007 – Term 1</u> / <u>01</u> TERM	CREDIT HOURS

ONLINE
SITE

1. Course Description: (provide details of student focus, rationale, scope, and prerequisites)

This course is for individuals who have the desire to locate small grants that are offered to educators, trainers, and instructors. It covers searching for grants using the Internet and traditional methods. The course also covers writing techniques, terminology, tips, and suggestions for effective grant writing to simplify the process and ensure success.

2. Learning Outcomes: (goals, objectives, course outcomes, etc.) Identify any MOSTEP or professional standards that are met by each learning outcome.

- Students will examine the basic principles and terminology associated with grants, how to write grants, and how to search for grants.
- Students will develop an understanding of the various types of grants available.
- Students will search for local grant opportunities and for grants offered via the Internet.
- Students will become knowledgeable concerning common mistakes made in grant writing.
- Students will demonstrate the knowledge gained in all aspects of grant searching and writing by creating a final project.

This course is designed to provide basic grant writing and researching skills for educators interested in pursuing small grants for the inclusion of technology into their teaching and learning environments. MOSTEP 1.2.11.1, 1.2.11.2, 1.2.11.3, 1.2.11.4, 1.2.11.5, 1.2.11.6

3. Schedule of required readings, class preparations and assignments, lectures, discussions, student presentations, out-of-class assignments and exams.

Supplemental Readings (these may change):

- <http://www.bruceclay.com/searchenginechart.pdf> Where is your search engine searching?
<http://smarterkids.org/k12/index.asp> SmarterKids Grants
<http://school.discovery.com/schrockguide/gadgets.html> Schrock Guide

The schedule will approximate the following:

- Week 1: Forming a search strategy – Internet searching for grants
Week 2: Types of grants, searching locally for grant possibilities
Week 3: Proper terminology, taking inventory and writing the intro / cover letter, the budget, and the actual grant
Week 4: Tips and tricks, what to do if you do / don't get the grant and the final portion of writing the grant

The ISTE NETS Standards are addressed within the content of this course. Identification of specific standards are included within course assignments. Integration of Missouri Assessment Program (MAP) standards and grade levels will be integrated into this course when appropriate.

4. Resources:

Text:

No text is required for this course.

5. EVALUATION: (basis of evaluation with explanation regarding the nature of the assignment and the percentage of the grade assigned to each item below)

a) Introduction and searching posts	10 points
b) Participation	10 points
c) Researching	10 points
d) Intro / cover letter	20 points
e) Budget	20 points
f) Actual grant	30 points

e) Instructor feedback: The instructor will provide feedback on each assignment within seven days of submission. The instructor will maintain the grade book on a weekly basis.

f) Plagiarism will not be tolerated. Any student involved in plagiarism will be immediately dismissed from the course with a failing grade and will be reported to the department chairperson for further action.

6. Supplements (study guide, sample tests, project outlines may be attached.) Please list.

Required readings, student presentations, out-of-class assignments, and projects will be completed on the Internet as weekly assignments.

7. 3 Hour Courses: Students taking an 8 week course for 3 credit hours will complete the following additional assignments and/or attend the following additional class meetings:

(Not applicable)

8. FINAL PROJECTS: Final projects/papers will be returned to students in the following manner:

The final will be the culmination of searching for, and locating, an applicable grant along with the actual grant request (two to three-pages) using proper formatting techniques and terminology. The final project is to be e-mailed (as an attachment) to the instructor using WebCT mail.

This syllabus is subject to change at the discretion of the instructor. Regular class participation is required.