OGLALA LAKOTA COLLEGE
COURSE SYLLABUS & ADMINISTRATION
[Semester]
Rebuilding the Lakota Nation through Education
Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo

Name of Course: Grant Writing   **Course Number:** BAD 373

Department: Business   **Credit Hours:** Three (yamni)

Location: Online via Virtual Campus   **Time & Day:**

Instructor's Name: **Email:**
Phones:
Office: **Office Hours:**

Course Description (Waunspe Oyakapi):

This course provides "hands-on" instruction in developing a team to address a need, write a comprehensive Grant request proposal, and find appropriate sources of funding. Student teams will actually research, write and present a complete mock-Grant Proposal as the culminating class exercise.

Prerequisites: Engl 113 & Acct 213

Required Text and Materials:

Online manual in course room (Modules)

Karsh, E. & Arlen, S.F. (2009). *The only grant-writing book you'll ever need.* Basic Books: New York.

Course Goal: Students will obtain the knowledge to write a grant proposal.

Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E): Upon completion of this course students will be able to:
- Define the Grant Writing Process
- Translate the Conceptual Framework of Grant Writing
- Criticize Politics of Grantsmanship
- Assess Technology in the Grant Writing Process
- Distinguish the differences between funders
- Summarize the Correct Methodology for RFPs
- Specify where to Find Grants
- Synthesize the Review Process for Grants

Assessment: These objectives will be assessed through the use of exams, quizzes, homework, and discussions.

Instructional Methodology: This course will be taught utilizing the lecture-discussion format with the use of case studies, cooperative learning (team building), graphic organizers and simulations.

Course Rationale: This course exists to assist students in the knowledge and writing of a grant proposal. This
course is designed and intended for the upper level students. This course will provide you with
the necessary foundation of grant writing and management.

Homework: Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

Reading Load: Reading will include approximately one (wanji) to two (numpa) chapters per week, plus handouts and homework as assigned.

Type & Amount of Writing Load: An extensive amount of writing is required. In addition, there will be exams, class exercises/quizzes that may include essay-type questions.

Lakota Perspective Provided Through: This course stresses **Wolakotakiciapi** of "learning Lakota ways of life in the community". This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual's knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

Evaluation and Grading:

Your overall grade will be derived from these assessment instruments and weighed as follows:

Discussions	300 points
Reaction Papers	650 points
Research Paper	200 point
	1150 points

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.
B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.
C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.
D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%
F = Demonstrated concept mastery below the acceptable mark of 59%, which is well
   below what may be required in the business world.

As the field of business continues to change the professional requirements are also changing. For students who choose business as their field of study must **have a grade of "C" or better in business core and professional courses**. If you have questions in regards to which courses this includes ask your instructor.

I = Incomplete Work = A student may receive an incomplete grade only if it has been discussed with the instructor and the instructor deems this as justifiable. If this decision is reached, then the student must fill out an application form, which you may ask for, from the counselor or director at the college center. (See Student Handbook page 11)

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

Homework has a designated due date. There will be no late homework accepted after its due date. If you will be absent make arrangements to get the homework assignment prior to your absence so that it may be turned in on time. In the situation of an emergency you will have two days after the due date to get the assignment turned over to the instructor. THERE WILL BE NO EXCEPTIONS TO THIS RULE.

College Policy on Grading and Change of Grades:
http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 27 and 28
The Business Department policy is that we do not allow students to do "I" incomplete contracts. If a student has an extenuating circumstance in which he or she cannot complete the required course work and the student is receiving a grade of C or better, the student may make arrangements with the classroom instructor **prior to the end of semeste**r and request an extension for final course work. The instructor will record the student's final grade based on the grade earned at the end of the semester. When the student completes the required assignments, in the specified time set by the instructor but not longer than one year, the grade will be changed.

Course Requirements, Expectations or Students: Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).
- Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.
- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

Suggestions to the Student:

Please read the specific chapter(s) of text and other supplemental materials assigned, and complete all homework before each class. You may want to start reading business magazines and articles, as well as the local newspaper. Try to observe examples of business activity around the Reservation. If you have trouble with any assignment, or have questions on concepts or terminology, be sure to make a note of them during the week as you study. With these notes, you will be able to recall any specific problem area, so we can discuss and clarify it during class; or, if desired, privately during my Office Hours.

If you begin to have problems with course work, do not allow them to accumulate. See a College Center Counselor, contact Student Services for the help of a Tutor and/or see me right away (during class breaks or Office Hours.) Feel free to call me at my office or home. Resolve issues before they become serious or your progress in class begins to fall behind the other students. Delays and procrastination in addressing problems can only make them worse and your full recovery from them more difficult. Tutors may be available, who can coach you and provide much more personalized help learning the subject matter; but to be effective, you must get help early – don't wait until the last few weeks of the semester.

You will be treated with respect, as an adult and the individual you are, at all times; however, this also means that you have the ultimate responsibility for the quality of your education and for the degree of your own success. I will make every effort to present course material in an interesting and relevant manner. I request your assistance, and feedback, if you observe things in my presentation style or the class' format, which I can change, that will make learning the subject matter easier for a majority of class members.

Attendance and Tardiness
[insert correct link]

Attendance
Students are required to attend classes regularly. Instructors will submit attendance on-line, weekly, throughout the semester.

If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent to being in class. Once the makeup assignment is completed, the instructor will then change the absent to present.

The OLC Attendance Policy states, "A Student will be dropped from a course after three consecutive absences and will be dropped by the Registrar after five total absences."

There are NO reinstatements and No exceptions for students who are dropped.

Business Department In-Class Attendance Policy:
Students are required to attend class regularly. Instructors will submit attendance on-line weekly to the end of semester.

For a student to be counted present in the course, they must be present in the classroom during the class period for at **least two and one-half hours**.

Business Department online Class Attendance Policy:
Students are required to attend class regularly. Instructors will submit attendance on-line weekly to the end of semester. The OLC Attendance Policy states, "A Student may be dropped from a course after

three consecutive absences and will be dropped by the Registrar after five total absences." A student will be counted absent if they have not participated (i.e. discussion boards, individual assignments, conference calling) in the course during the week.

Tardiness-This is on line class, so the tardiness policy does not apply for this class.
In formulating this policy it is understood that unique problems exist for both students and faculty due to the decentralized nature of OLC. Since classes meet only once per week, it is important that they be held – even if they begin late.

Generally speaking, if an instructor is going to be late getting to a college center for a class, the center staff should always be notified.

The following policy applies to cases where this has not been done:

A student shall be considered tardy for class, if he/she arrives late for class, but during the first hour of the class. A student arriving later than this may be marked absent. This policy will not interfere with the instructor's prerogative to grade for class participation.

If an instructor is late for a class, students must wait for one-half hour.   After this time, the class will be considered cancelled for that week and must be made up.

In the event that no students appear for class at the scheduled starting time, the instructor should wait at least one-half hour before deciding to cancel the class.

All missed classes must be made up.

Policies on Academic Honesty
[insert correct link]

This course is designed to provide you with the greatest opportunities to learn. Part of this learning process includes the review comments, articles, and the integration of the work of others with your thoughts and ideas. In this process, there is no room for plagiarism, which robs you of meaningful learning and is unfair to the original author.

Plagiarism is an ethical violation that is not tolerated at Oglala Lakota College. OLC faculty and staff are fully aware of the many online resources that are now available, and we encourage you to focus on learning rather than the inappropriate use (copying) of another person's work without proper citation. You are responsible for understanding plagiarism. Please refer to the OLC Catalogue.

Attendance and Tardiness

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 8

Policies on Academic Honesty

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 43

Standards of Conduct Policy

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 38

ADA Policy

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 37

Course/Instructor Evaluations

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf (will be added this spring)
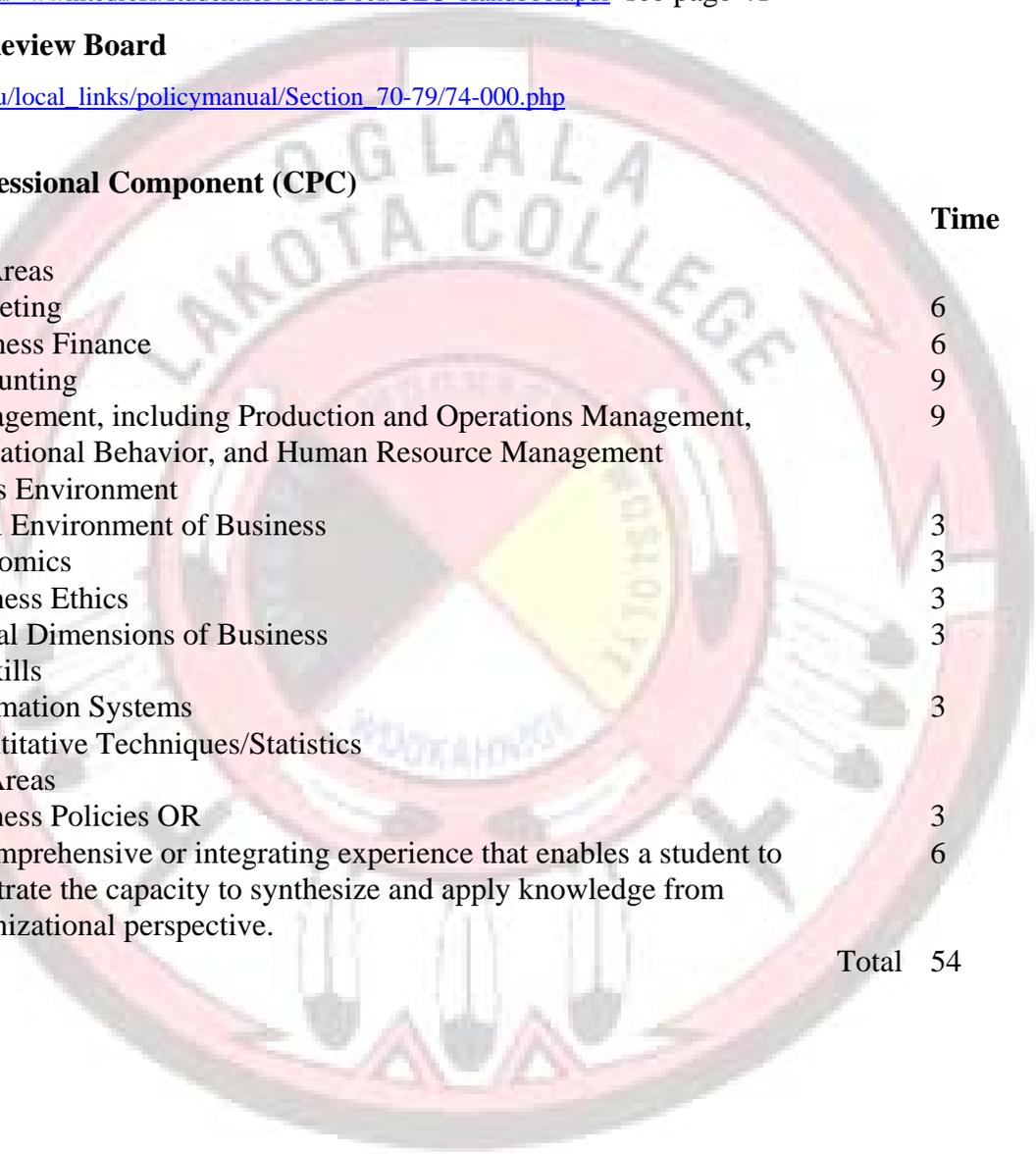
Electronic Information Resources Acceptable Use Guidelines

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 41

Institutional Review Board

http://www.olc.edu/local_links/policymanual/Section_70-79/74-000.php

Common Professional Component (CPC)

	Time
1) Functional Areas	
a) Marketing	6
b) Business Finance	6
c) Accounting	9
d) Management, including Production and Operations Management, Organizational Behavior, and Human Resource Management	9
2) The Business Environment	
a) Legal Environment of Business	3
b) Economics	3
c) Business Ethics	3
d) Global Dimensions of Business	3
3) Technical Skills	
a) Information Systems	3
b) Quantitative Techniques/Statistics	
4) Integrative Areas	
a) Business Policies OR	3
b) A comprehensive or integrating experience that enables a student to demonstrate the capacity to synthesize and apply knowledge from an organizational perspective.	6
Total	54

TOPICAL CONTENT

Date	Objectives	Assignments
Oko Wanci (1)	Module 1- HOW IT ALL STARTS: THE GRANT APPLICATION PROCESS • Identify the grants management process • Define the two types of grants • Identify where to find grants • Identify a grant opportunity	Complete assignments listed on the Virtual Campus site.
Oko Nunpa (2)	Module 2- ASSISTANCE AGREEMENT AWARDS • Identify an assistance agreement • Develop a planning calendar	Complete assignments listed on the Virtual Campus site.
Oko Yamni (3)	Module 3- BINDING AGREEMENTS • Define a binding agreement • Report and monitor grants • Write policies and procedures	Complete assignments listed on the Virtual Campus site.
Oko Topa (4)	Module 4- GRANTS MANAGEMENT SYSTEMS • Review grants management systems • Define effective internal controls • Examine financial systems • Define internal review and approval process	Complete assignments listed on the Virtual Campus site.
Oko Zaptan (5)	Module 5- ADMINISTRATIVE SYSTEM COMPONENTS • Explain administrative system components • Define the payroll process • Define the procurement and purchasing • Explain property management • Define cost share and matching • Develop an understanding of the importance of maintaining cultural integrity in the economic development process.	Complete assignments listed on the Virtual Campus site.
Oko Sakpe (6)	Module 6- FINANCIAL SYSTEM REQUIREMENTS	Complete assignments listed on the Virtual Campus site.

	• Identify Financial Management Systems • Identify the accounting process • Explain financial reporting	
Oko Sakowin (7)	Module 7- ACCOUNTING POLICIES AND PROCEDURES • Define accounting policies and procedures • Define internal control policy • Define GAAP guidelines • Define disadvantaged business enterprises • Define types of costs	Complete assignments listed on the Virtual Campus site.
Oko Saglogan (8)	Module 8- SOURCE DOCUMENTATION FOR PROCUREMENT AND PURCHASING • Define source documentation for procurement and purchasing • Explain the documentation • Define procurement policy and procedures •	Complete assignments listed on the Virtual Campus site.
Oko Napcinyunka (9)	Module 9- DISADVANTAGED BUSINESS ENTERPRISES (DBES) • Explain what a DBE is • Explain the Buy Indian Act • Define the six good faith efforts • Explain DBE reporting requirements • Explain fair share objectives	Complete assignments listed on the Virtual Campus site.
Oko Wikcemna (10)	Module 10- ASSISTANCE AGREEMENT MONITORING AND CLOSEOUT • Define assistance agreement monitoring and closeout • Define the reporting schedule • Define the monitoring process • Define auditing assistance agreements	Complete assignments listed on the Virtual Campus site.

	• Define close out requirements • Define record retention	
Oko Ake Wanji (11)	What Grant?	Complete assignments listed on the Virtual Campus site.
Oko Ake Nunpa (12)	Ok…Now what?	Complete assignments listed on the Virtual Campus site.
Oke Ake Yamni (13)	Ok…Now what?	Complete assignments listed on the Virtual Campus site.
Oko Ake Topa (14)	Getter Done! – Draft Due	Complete assignments listed on the Virtual Campus site.
Oko Ake (15)	Final Grant Due	Final Grant Due

Disclaimer: Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook.
http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf

Grants Proposal Writing and Management
BAd 373

Evaluation Criteria for Grant Writing

_____ (250 pts.) Rationale for chosen RFP

Introduction Statement
Need Statement
Objectives Statement

_____ (650 pts.) Project is complete and follows RFP required format.

Abstract (or Executive Summary) (100 pts.)
Table of Contents (50 pts.)
Introduction Statement
Need Statement
Objectives Statement
Activities Statement (100 pts.)
 -Program Description
 -Management Plan
 -Use of Resources
 -Training
 -Facilities
Personnel Statement (100 pts.)
Evaluation Plan (100 pts.)
 -Dissemination Plan
 -Sustainability Plan
Budget (100 pts.)
 -Personnel
 -Travel
 -Equipment
 -Supplies
 -Contractual Services
Appendix (100 pts.)
          -Job Descriptions
          -Resumes
          -Letters of Commitment
          -Newspaper Articles
          -Advisory Committee Information

_____ (100 pts.) Project reflects concepts and principles of quality grant writing development.
          Project shows evidence of creative development or adaptation of quality grant
          writing materials.

_____ (1000 pts.) Total Points