

WED 597c – Doctoral Seminar in Workforce Education

Instructor Information

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Course Description

Designed to provide doctoral students the opportunity to discuss and practice major professional roles in workforce education and development. Requirements of teaching, research, publication, and service are defined. Students will accomplish identified professional expectations in (a) Orientation to Doctoral Study; (b) Research Publications and Presentations; (c) Grantmanship.

Course Objectives – (c) Grantsmanship

Students will:

1. Identify funding sources for grants.
2. Develop and submit a proposal to a Request For Proposal (RFP) related to workforce education and development.

Course Topics – (c) Grantmanship

- 60% Writing Proposals
- Ethics in the Research Process
 - Ethics of Writing
 - Ethics in Publication
 - Content of Proposals
 - Style and Form in Writing Proposals
- 40% Preparation of Grant Proposals
- Selecting Sources
 - Working With Foundations
 - Business Partnerships
 - Proposal Rejections
 - Submission of Final Proposal

Course Textbook

Locke, L. F., Spirduso, W. W., & Silverman, S. J. (2009). *Proposals that work: A guide for planning dissertations and grant proposals (5th ed.)*. Thousand Oaks, CA: Sage.

Bibliography

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
- Austin, R. (Ed.). (1999). *The grants register* (17th ed.). New York: St. Martin's.
- Bauer, D. G. (1995). *The "how to" grants manual: Successful grantseeking techniques for obtaining public and private grants* (3rd ed.). Phoenix: Oryx.
- Holloway, B. R. (2003). *Proposal writing across the disciplines*. Saddle River, NJ: Prentice Hall.
- Krathwohl, D. R. (1988). *How to prepare a research proposal: Guidelines for funding and dissertations in the social and behavioral sciences*. Syracuse, NY: Syracuse University Press.
- Orlich, D. C. (2000). *Designing successful grant proposals*. Washington, DC: Association for Supervision and Curriculum Development.

Policies and Standards

Seminar Attendance and Participation

- The *Student Conduct Code* (<http://www.siuc.edu/~policies/policies/conduct.html>) is the general guide for student behavior and expectations.
- Seminar attendance is expected. However, personal and professional needs and responsibilities may sometimes require students to miss a seminar. Please inform your instructor when you will be absent. Be sure you get handouts and discussion points from another student.

Assignment Submission

- Students will submit final assignments to the instructor in electronically (via email). The seminar participants will set due dates together; please adhere to those due dates.

Accommodation

- Students needing course-related accommodations should contact the instructor during the first week of class.

Professional Expectations

- Identify funding sources for grants.
 - a. Select a research area with a specific idea.
 - b. Register with COS (Community of Science) at <http://www.cos.com/services/>
 - c. Investigate various types of grants as directed in class.
 - d. Identify an appropriate funding source for a research idea.

- Develop and submit a proposal related to workforce education and development.
 - a. Review ORDA guidelines for writing and submitting proposals.
 - b. Identify a graduate faculty member to serve as advisor and Principal Investigator.
 - c. Prepare a proposal.
 - d. Submit a proposal.

Assignments and Requirements

1. Select a grant proposal. Due Date: _____
2. Write and submit a grant proposal. Due Date: _____
3. Class Attendance and Participation

Grading

A conventional letter grade will be assigned based upon the following cumulative points:

- A = Select, write, and submit an appropriate grant proposal; no more than 2 absences
- B = Select, write, and submit an appropriate grant proposal; no more than 3 absences
- C = Select, write, and submit an appropriate grant proposal; more than 3 absences

*Schedule **

August 25, 2009	Orientation and Expectations for the seminar
September 1, 2009	Discussion Topic: Community of Science Grants Database
September 8, 2009	Discussion Topic: The Function of the Proposal (Chapter 1)
September 15, 2009	Discussion Topic: Types of Proposals (Chapter 3)
September 22, 2009	Guest Grant Writer: Tammy Weston
September 29, 2009	Discussion Topic: Content of the Proposal (Chapter 4)
October 6, 2009	Discussion Topic: Style and Form in Writing the Proposal (Chapter 6)
October 13, 2009	<i>no class</i>
October 20, 2009	Discussion Topic: The Grant Application (Chapter 8)
October 27, 2009	Discussion Topic: Qualitative Research Proposals (Chapter 5)
November 3, 2009	Discussion Topic: Lessons Learned
November 10, 2009	Discussion Topic: Lessons Learned
November 17, 2009	Discussion Topic: Preparation of the Proposal (Chapter 9)
November 24, 2009	<i>Thanksgiving Vacation (no class)</i>
December 1, 2009	Proposal Presentations
December 8, 2009	Proposal Presentations
December 15, 2009	Seminar Wrap Up
<p>*Note: This is a tentative schedule of topics to be covered. The order and/or topic areas may be changed at the discretion of the instructor with proper notification to students.</p>	