**Department of Library and Information Studies**
**MLIS 7995**
**Intro to Grant Writing for Libraries**
**Summer II, 2021**
**Three Credit Hours**

## INSTRUCTOR INFORMATION

Dr. Lenese Colson                                        Dr. Debi Carruth
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Office hours by appointment                   Office hours by appointment

## COURSE DESCRIPTION

The purpose of this course is to survey a wide variety of multicultural literature for children and young adults. Emphasis will be placed on enhancing librarians' and teachers' abilities to locate, evaluate, select, and incorporate unbiased and age-appropriate multicultural literature in order to provide students with the opportunity to make important connections within and across cultural groups.

## TEXTBOOKS / RESOURCE MATERIALS

**REQUIRED TEXT**

**Landau, Herbert B.** (2011). *Winning library grants: A game plan.* American Library Association. [Available as a free eBook from VSU Odum Library]

**Articles and other readings** will be available via GALILEO Scholar, the Odum Library's e-journals collection or on Odum Library course reserve; or direct links will be provided in the course website.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf.

# COURSE OBJECTIVES

Upon completion of this course, the student will be able to meet the following Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives (https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/):

SLO 1. Recognize the role of strategic relational management in developing successful externally funded grant projects. (MLIS PO1)

SLO 2. Develop understanding of the grant writing process and increase competency in grant writing skills (MLIS PO3)

SLO 3. Translate patron needs into a service plan to create innovative information services that will be represented in a well-written draft grant project (MLIS PO1,2, 3)

# COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

The following is a (very) brief overview of the assessments included in this course. Complete instructions for each assignment, along with grading criteria, will be made available on the BlazeVIEW course site when the course opens, in advance of each assignment's due date.

There will be a total of 1000 points for the class as follows:

| | |
|---|---|
| Discussion Boards (4 @ 50 points each) | 200 |
| Needs Statement & Peer Review | 150 |
| Interview Reflection | 50 |
| Prospect Worksheet | 50 |
| Collaborative Case Study | 150 |
| Partial Proposal and Peer Review | 150 |
| Full Proposal and Peer Review | 150 |
| Polished Executive Summary | 100 |
| TOTAL | 1000 |

## SUBMITTING ASSIGNMENTS

All work for this course will be submitted on BlazeVIEW, either in assignment drop-boxes specific to each assessment or as post/response in discussions with classmates.

Links to each submission or discussion will be provided in course modules. Discussions will open weekly, while formal assessments will be open from the beginning of the term.

**LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS**

We're on a very tight schedule in this course! While your instructors tend to be very lenient in terms of deadlines, it's in your best interest to keep up with the work or you could easily fall so far behind that catching up becomes unrealistic. A few hours late on a discussion post here and there: no big deal. A couple days late on one of the big assignments? Possibly a larger problem. Make sure to take a close look at the class calendar and consider your outside responsibilities so that you can plan your time to allow for all your work to get done in a timely manner and still leave room for some life balance. ☺

## COURSE GRADES

Students can earn a maximum of 1000 points in this course. Course grades will be awarded as follows:
- A: 900 – 1000 points
- B: 800 – 899 points
- C: 700 – 799 points
- D: 600 – 699 points
- F: fewer than 60 points.

To be eligible for an **A** in this course, a student must complete **_every_** assignment. No grade below a C will be credited toward a VSU graduate degree and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

## ATTENDANCE POLICY

VSU requires that you attend class in the first week. For this class, that means you will need to post your introduction in the designated discussion board no later than Thursday afternoon, June 10. All course activities will be conducted through BlazeVIEW. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

## COMMUNICATION

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

## PROFESSIONALISM

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

## ACADEMIC INTEGRITY

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php) and the COEHS Policy Statement of Plagiarism (https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

For more information, visit Academic Honesty at VSU (https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php).

## STUDENT OPINION OF INSTRUCTION SURVEY

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the

SOIs, including how to access the survey, is available on the SOI Procedures webpage (https://www.valdosta.edu/academics/academic-affairs/sois/).

Your instructor uses your SOIs to improve instruction from semester to semester. The more information you can provide about your experience in the course, both positive and negative, the deeper an impact you can have on my practice as an instructor. I thank you in advance for your thoughtful participation in this survey near the end of the term!

## TITLE IX STATEMENT

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Dr. Sherolyn Hopkins, titleix@valdosta.edu, Student Union, Suite 3106, Valdosta State University, Valdosta, Georgia 31698, 229-333-5941. To file a report (not make an inquiry) please visit https://cm.maxient.com/reportingform.php?ValdostaStateUniv&layout_id=7

## ACCOMMODATION STATEMENT

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871.  For more information, please visit VSU's Access Office (https://www.valdosta.edu/student/disability/) or email access@valdosta.edu

## Helpful Links

| Technical Support (IT helpdesk) | https://www.valdosta.edu/administration/it/solutions/ |
|---|---|
| Center for eLearning (support for BlazeVIEW) | https://www.valdosta.edu/academics/elearning/ |
| Academic Support Center | https://www.valdosta.edu/asc/ |
| Hope Connect (Mental Health Services) | https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php |