

HHD 501 Fall 2007
Professional Communication Skills in HHD

Instructor: Dawn S. Tarabochia, M.S.
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W 2:00-3:00 p.m.
R 12:00-3:00 p.m.
By Appointment

Course Information

Time: Wednesday 12:45-3:00 p.m.
Location: Herrick Hall 114
Credit: 2 Credits

Readings

Hall, M. & Howlett, S. (2003). *Getting Funded: The Complete Guide to Writing Grant Proposals* (4th Ed.). Portland OR: Continuing Education Press.

Publication Manual of the American Psychological Association (5th Ed.). (2001). Washington DC: American Psychological Association.

Various Journal Articles

Goals

1. To develop writing and verbal communication skills as it relates to scholarly pursuits in the areas of health and human development.
2. To gain a working understanding of the various types of grants and their applications within public and private settings.
3. To develop skills that are needed to write a successful grant concept paper
4. To develop a working knowledge of the various components of a grant proposal and research papers.

Grading

Assignments: Each assignment is worth 10 points. It is important to remember that many of the assignments are directly related to the concept paper...however, superior grades on these assignments does not guarantee a high grade on the concept paper. Late Assignments are not accepted.

Concept Paper: For the purposes of this class, the concept paper will be a 10-12 page double spaced document that represents a culmination of your work in HHD 501. In addition to this narrative, a 250 word abstract, 1 page line item budget and separate list of references (APA) should be included. You should assume that the paper will be submitting to a funding source and should therefore reflect a quality that is worthy of funding.

Presentation: The presentation is designed to provide students/instructor with information related to the development of your concept paper and evidence that the study/project is worthy of the funder's scarce dollars. Details related to the grading of the presentation are included on the following page. Note: failure to make your assigned presentation will result in a grade of zero.

Summary of Grading

10 assignments:	100 points
Concept Paper:	100 points
Presentation:	50 points
Total Pts:	250 points

Grading Scale

A =	250-232
A- =	231-225
B+ =	224-215
B =	214-207
B- =	206-199
C =	≤ 198

Student Conduct Code (according to MSU policy)

Behavioral Expectations

Montana State University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students, members of the faculty and staff and the public to use, enjoy and participate in the University programs and facilities. For additional information reference www2.montana.edu/policy/student_conduct/cg600.html

Collaboration

University policy states that, unless otherwise specified, students may not collaborate on graded material. Any exceptions to this policy will be stated explicitly for individual assignments. If you have any questions about the limits of collaboration, you are expected to ask for clarification.

Plagiarism

Paraphrasing or quoting another's work without citing the source is a form of academic misconduct. Even inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is considered plagiarism. If you have any questions about using and citing sources, you are expected to ask for clarification.

Academic Misconduct

Section 420 of the Student Conduct Code describes academic misconduct as including but not limited to plagiarism, cheating, multiple submissions, or facilitating others' misconduct. Possible sanctions for academic misconduct range from an oral reprimand to expulsion from the university. Any form of cheating on quizzes or exams in this course will result in a score of 0 on the quiz or exam for the first offense a grade of F in the course if an additional offense occurs.

Academic Expectations

Section 310.00 in the MSU Conduct Guidelines states that students must:

- A. be prompt and regular in attending classes;
- B. be well prepared for classes;
- C. submit required assignments in a timely manner;
- D. take exams when scheduled;
- E. act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
- F. make and keep appointments when necessary to meet with the instructor.

In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructor.

Students with Disabilities

If you have a documented disability for which you are or may be requesting an accommodation(s), you are encouraged to contact your instructor and Disabled Student Services as soon as possible.

Student Educational Records

All records related to this course are confidential and will not be shared with anyone, including parents, without a signed, written release. If you wish to have information from your records shared with others, you must provide written request/authorization to the office/department. Before giving such authorization, you should understand the purpose of the release and to whom and for how long the information is authorized for release.

**HHD 501 Professional Communication Skills in HHD
Tentative Course Outline Fall 2007**

Date '07	Topics	Assignment Description Due Date	Readings
Aug. 28	Introduction & Overview of Class Overview of Concept Paper Components of Research & Grant Writing.	Think of an idea for your concept paper & write a paragraph describing the topic of your choice. Due: Sept. 4	None
Sept. 4	Finding Funding Sources Finding Resources for Literature Review Meet in the Library	Develop a list of 3 potential funding sources for your concept paper and briefly summarize their funding history. Abstract a full-length refereed journal. Use a separate paragraph to describe the purpose, methodology, results & conclusions. 2 double spaced pages maximum. Be sure to turn in article with your paper. Due: Sept. 18	TBA
Sept. 11	Gathering Necessary Data Using Statistical Data Meet in the Library		TBA
Sept. 18	Building Support & Involvement Letter of Inquiry Proposal Timetable	Create a letter of inquiry to a potential private or corporate funding source and bring a print out of a potential RFP from a state or federal source associated with your concept paper. Create a timetable for your concept paper Due Sept.25	TBA
Sept. 25	Defining the Problem Assessing Need Identifying Alternative Approaches	Outline the problem statement, assessment of need & identify alternative approaches to your program. Due: Oct. 2	TBA

Oct. 2	Purpose Goals & Objectives	Write a rough draft of the purpose section, including goals & objects, for your concept paper Due: Oct 9	TBA
Oct. 9	Writing the Statement of Need	Write a rough draft of your statement of need for your concept paper. Due: Oct. 16	TBA
Oct. 16	Writing Procedures & Methodology	Write 1-3 paragraphs that describe the methodology associated with your concept paper. Due: Oct. 23	TBA
Oct. 23	Evaluation Dissemination	Write 1-3 paragraphs that describe the evaluation plan associated with your concept paper Due: Oct. 30	TBA
Oct. 30	Budgeting Personnel	Create a budget for your concept paper including all personnel costs Due Nov. 6	TBA
Nov. 6	Title Page Abstracts	Write an abstract for your concept paper Due: Nov. 13	TBA
Nov. 13	Student Critiques	Trade papers with another person in class and share your ideas, thoughts and comments.	
Nov. 20	APA Formatting Writing a Paper for Publication		TBA
Nov. 27	Presentations		
Dec. 4	Presentations & Concept Paper Due		
	Final ~ TBA		