



**Siena Heights University  
at Kellogg Community College  
HSA/PSA 495 – Senior Seminar**

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Class Meeting/Time: 6-9 PM Wednesday Jan. 6 - April 21.

Required Texts:

THE COMPLETE GUIDE TO GETTING A GRANT BY LAURIE BLUM. Revised edition.

*\*A Writer's Resource: A Handbook for Writing and Research,*  
Maimon & Peritz, McGraw-Hill. ISBN: 978 007 325 8928

\*This resource book will be used throughout all Siena Heights University classes, including the Master's Degree program

### **Siena Heights University Mission Statement**

The mission of Siena Heights, a Catholic University,  
*founded and sponsored by the Adrian Dominican Sisters,*  
*is to assist people to become more competent, purposeful,*  
*and ethical through a teaching and learning environment*  
*which respects the dignity of all.*

### **Course Description**

An examination of social issues, social research process and funding options that may help decrease a critical social issue will be explored in this course. Considerable attention will be focused on the many types of applications now being made. Problem formulations, concept and hypothesis formulation, survey research, case studies, experimentation, observational methods, data processing, analysis of data, computer applications, and evaluating research will be included as part of this course.

### **Course Outcomes**

1. The student will be able to understand and explain varieties of human behaviors in the workplace and seek solutions to problem behaviors in the workplace.
2. The student will be able to develop a budget for a public service agency and will understand the role of public policy in budgeting and financing for public service and human service agencies.
3. The student will identify issues critical to public service and human service administration and develop strategies to effectively deal with these issues.
4. The student will develop management skills for daily operations and long-range planning strategies for the future.

## **Siena Heights University Program Outcome Statement**

This course will lead students to consider:

- The nature and values of American business life;
- Positive goals such as justice and social responsibility rather than crises and failures;

Graduates of Siena Heights University will have gained the knowledge, skills and attitudes necessary to continue developing as self-respecting adults; and will be capable of:

- Making sense of their daily work and personal lives
- Taking appropriate actions
- Realizing that their search for final answers must be lifelong

## **General Education Learning Outcomes**

This course will challenge students in the following areas:

1. Students will demonstrate their ability to research, comprehend, analyze, synthesize, and evaluate ideas.
2. Students will demonstrate the application of the methodology of different disciplines to ideas.
3. Students will demonstrate problem solving skills and creative expression in a variety of applications.
4. Students will express an understanding of and ability to utilize the creative process.
5. Students will communicate effectively.
6. Students will articulate and act on ethical views that support the well being of the whole of humankind.

## **Learning Strategies**

Each student will be asked to address a social concern by researching at least one social issue, describing how you the student fits into the big picture, and how you might address a portion of the selected social issue. The final document of this course will be a grant proposal. Each student will be expected to find at least one grant that will fund a project and write a proposal for the grant. Then each student will be asked to make an oral presentation to the class so that each of us can learn from your work.

Students will experience learning through reading a wide range of materials, utilizing the library, talking with experts, and working in groups.

## **Assessment Strategies**

Student assessments will be conducted through written testing, oral presentations, and informal classroom discussion.

## Grading Policy and Scale

1. Three papers will be written counting 100 points per paper.
2. An oral presentation of your project will be made at the last session of this course. The presentation is valued at 100 points.
3. Class participation is critical to the success of this course and will be worth up to 100 points.

<u>Grade</u>	<u>Percent Range</u>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	Less than 60

## Attendance Policy

Regular class attendance and class participation are necessary for successful completion of the course. A student who does not attend regularly will normally experience considerable difficulty. Attendance is a major consideration in the determination of the final grade.

You have the responsibility to contribute toward the learning process in the class for the benefit of yourself and other class members. Expected contributions include arriving to class with assignments completed to the best of your ability, entering into class discussion, and posing questions about course material you do not adequately understand.

## Academic Dishonesty Policy

### A. Definition

Academic dishonesty is unethical behavior which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another to violate any part of this policy.

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a

quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one's own work; using the ideas, facts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research.

### **B. Student responsibility**

Students should familiarize themselves with the complete Siena Heights University Academic Dishonesty Policy, which can be obtained from the SHU Undergraduate Catalog 2008-2010 on the website. Students are not excused from adherence to the policy even if they have not read it.

### **Academic Accommodations (Disability Statement)**

Siena Heights University is committed to providing a learning environment that benefits all students. Pursuant to the Americans with Disabilities Act of 1990, all reasonable accommodations will be made to meet the documented needs of students. The Siena Accommodations Policy for Students with Disabilities requires a student to provide written documentation of his/her disability to the Academic Advising Office. If you require special accommodations, it is your responsibility to notify each instructor during the first two weeks of the semester. (See page 194 of the SHU Undergraduate Catalog 2008-2010 – available on the SHU website)

### **Course Schedule**

This schedule is not written in stone and can be modified, as needed, to meet the needs of the class.

<u>Class Period</u>	<u>Topics and Assignments</u>
1	Introduction to research. Syllabus and overview.
2	Class discussion of your ideas for a project. Review Chapters 1-3.
3	Class discussion of your ideas. Review Chapters 4-8.
4	Class discussion of your ideas. Review Chapters 9& 10.
5	Submit proposal(s).
6	Issues with your research.
7	Issues concerning your proposal.
8	
9	
10	Submit paper describing grant requirements
11	
12	
13	
14	Submit Grant Proposal
15	Oral Presentation

### **Assignment List**

Paper one will focus on an area of concern. The 100 points will be allocated based on the following:

- 5 points per source cited up to 20 points.

- 10 points for clearly defining the issue.
- 10 points for clearly describing how you fit into the picture of the significant issue being discussed.
- 10 points for describing the importance of the issue.
- 10 points for describing what you might want to do about the issue in your sphere of influence.
- 10 points for defining what types of grants you might look for.
- 10 points for defining what criteria you will use when looking for grants.
- 10 points for typing the paper
- 10 points for readability.

Paper two will focus on the grant requirements. The 100 points will be allocated as follows:

- 40 points for identifying all the writing requirements and making a suitable list.
- 10 points for including a copy of the grant requirements.
- 20 points for readability
- 20 points for describing how you plan to approach writing this grant
- 10 points for telling me why you selected this grant over other grants and a short description of the other grants you looked at.

Paper three will focus on the actual application for the grant. The 100 points will be allocated as follows:

- 20 points for readability.
- 50 points for meeting all the requirements as listed in paper two—please include in submission.
- 20 points for submitting a separate document describing how you will submit this packet and what follow-up you will need to do.
- 10 points for appearance of the grant document.

Presentation will provide the class with an overview of your grant process. This should be viewed as a presentation to your organization's board of directors and obtaining permission. The 100 points will be allocated as follows:

- 10 points for describing the importance of the problem
- 10 points for describing how you fit into this picture
- 10 points for describing your funding, how you will use the funding, how you will track the expenses of the funding, how you will report the expenses of the funding.
- 10 points for describing how you will select and use personnel in your effort
- 10 points for describing how you will ensure that the correct results are reached for the effort
- 10 points for identifying the hypothesis and dependent and independent variables.
- 10 points for reviewing how you will handle such things as ethics, people data reporting—confidentiality, etc., and people interviews/interactions.
- 10 points for clarity of presentation

- 10 points for “selling” your idea to the “review board”
- 10 points for identifying why your organization should do this

### **Academic and Professional Integrity**

Siena Heights University expects its students to use resources with consideration for ethical concerns and legal restrictions. The principles of truth and honesty are recognized qualities of a scholar and of a competent, purposeful and ethical individual. Siena Heights University expects its students to honor these principles. Academic and professional integrity refers to the representation of one’s self and one’s work honestly while demonstrating respect for the accomplishments and contributions of others. Penalties for plagiarism and copyright infringement are at the discretion of the course instructor.