

University of Arkansas – Fort Smith
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General Syllabus

RHET 4523 Grant Writing

Credit Hours: 3

Lecture Hours: 3

Laboratory Hours: 0

Prerequisite: RHET 2863 Advanced Composition or RHET 3103 Editing for Usage, Style, and Clarity or RHET 3603 Writing for the Workplace, or consent of instructor

Effective Catalog: 2019-2020

I. Course Information

A. Catalog Description

Theory and practice in writing for businesses and non-profits. Includes advanced projects such as proposals, grants, affirmative action plans, ISO related documents, annual reports, strategic plans and/or feasibility studies.

B. Additional Information

None.

II. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Construct effective training manuals.
2. Create effective job descriptions.
3. Formulate effective policies.
4. Write and keep effective records.
5. Develop effective correspondence in a wide variety of business settings.
6. Research basic grant opportunities.
7. Analyze and respond to calls for grant proposals.
8. Develop basic grant proposals in a team and individual setting.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Analytical Skills**Critical Thinking Skills**

Students will identify problems/issues and develop solutions/analysis. Students will analyze a variety of texts for their rhetorical and/or literary features, as well as analyze the rhetorical situation to which the texts they produce respond.

Communication Skills (written and oral)

Students will communicate proficiently. Students will practice communication skills through discussions, presentations, and a variety of required written assignments.

Ethical Decision Making

Students will model ethical decision-making processes. Students will practice critical response to the writing of others, responsible use of research materials and intellectual property, and the ethical use of persuasion.

Global & Cultural Perspectives

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own. Students will analyze the rhetorical situation, produce texts for a variety of audiences, and avoid the use of biased language

III. Major Course Topics

- A. Major features of business and nonprofit documents
- B. RFPs
- C. Basic business correspondence, including bad news, good news, and request letters
- D. Basic proposal writing in a business setting
- E. Basic policy, descriptive, and analytical writing in a variety of business and nonprofit settings-including manuals, job descriptions, research, and records reporting
- F. Grant research
- G. Grant writing basics in the team and individual setting