Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

HLTH 491
GRANTSMANSHIP

COURSE DESCRIPTION
An introduction to the world of public, corporate and private foundations. Topic research, organizational communications, protocol, budget development and grant writing are emphasized skill areas.

RATIONALE
Healthcare professionals are often employed with non-profit organizations as part of community and/or healthcare delivery systems. Since many of these employers rely to some degree upon philanthropy, the purpose of this course is to acquaint students with the “soft” money world of public and private grants and teach basic “grantmanship” terminology and skills.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
   (Microsoft Office is available at a special discount to Liberty University students.)
D. Basic Subscription to the Foundation Directory Online
   http://foundationcenter.org/
IV. Measurable Learning Outcomes

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

A. Explain the difference between profit and non-profit organizations.
B. Compare and contrast public and private grants.
C. Differentiate between the four types of foundations.
D. Classify the characteristics of the 10 categories of grant requests.
E. Compile information on grant writing and compose a proposal.
F. Evaluate and rank potential foundations for proposal funding.

V. Course Requirements and Assignments

A. Textbook readings and presentations
B. Course Requirements Checklist
   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (5)
   Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be at least 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must be at least 150 words.
D. Investigative Report
   This report requires an internet search and reporting of findings. The report, 3–5 pages in length, is to be comprehensive in terms of who, what, where, why and how. The report is to be written in a journalistic style with a minimum of 3 sources cited regarding the data.
E. Grant Project (7 items)
   Each of these 7 items is part of a program or project idea conceived by the student. When combined together, they constitute a grant application submitted, hypothetically, to a potential foundation for funding consideration.
F. Grant Terminology Examination
   The exam will cover the grant terminology and definitions from the Reading & Study materials from all modules/weeks. The exam will be open-book/open-notes, contain 40 matching questions, and have a 1-hour and 15-minute time limit.
VI. COURSE GRADING AND POLICIES

A. Points

- Course Requirements Checklist: 10
- Discussion Board Forums (5 at 40 pts ea): 200
- Investigative Report: 100
- Grant Project:
  - Item 1: 50
  - Item 2: 50
  - Item 3: 100
  - Item 4: 100
  - Item 5: 100
  - Item 6: 100
  - Item 7: 100
- Grant Terminology Exam (Modules 1–8): 100

Total: 1010

B. Scale

- A = 900–1010
- B = 800–899
- C = 700–799
- D = 600–699
- F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

**HLTH 491**


<table>
<thead>
<tr>
<th>MODULE/ WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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</table>
| 1            | Geever: preface, chs. 1–2, 8 1 presentation | Course Requirements Checklist  
DB Forum 1  
Grant Project: Item 1 | 10  
40  
50 |
| 2            | 1 presentation | DB Forum 2  
Investigative Report | 40  
100 |
| 3            | Geever: ch. 4  
New & Quick: ch. 5 1 presentation | Grant Project: Item 2 | 50 |
| 4            | Geever: ch. 5  
New & Quick: chs. 7, 14 1 presentation | Grant Project: Item 3 | 100 |
| 5            | Geever: ch. 6  
New & Quick: ch. 10 1 presentation | DB Forum 3  
Grant Project: Item 4 | 40  
100 |
| 6            | Geever: ch. 7  
New & Quick: chs. 15–16 1 presentation | Grant Project: Item 5 | 100 |
| 7            | Geever: chs. 3, 10–11  
New & Quick: ch. 3 1 presentation | DB Forum 4  
DB Forum 5 Thread  
Grant Project: Item 6 | 40  
20  
100 |
| 8            | Geever: chs. 9, 12, 16–17 1 presentation | DB Forum 5 Replies  
Grant Project: Item 7  
Grant Terminology Examination | 20  
100  
100 |

**TOTAL** 1010

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.