

# Graduate Course Proposal Form Submission Detail – CCJ 6459 (submitted as CCJ 6719)

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**Current Status:** SCNS Liaison Notified of Graduate Council Approval - 2014-02-14

**Campus:** Sarasota

**Submission Type:** New

**Course Change Information (for course changes only):**

**Comments:** USFSM approved 11/25/13; to USF Sys for Conc 2/6/14. to SCNS 2/14/14; Approved by SCNS on 4/1/2014 as CCJ 6459

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## 1. Department and Contact Information

<u>Tracking Number</u> 4865	<u>Date &amp; Time Submitted</u> 2013-12-16	
<u>Department</u>	<u>College</u> AM	<u>Budget Account Number</u> 122100004
<u>Contact Person</u> Sarah Smith	<u>Phone</u> 9413594619	<u>Email</u> sarah43@sar.usf.edu

2. \_\_\_\_\_

## 3. Course Information

<u>Prefix</u>	<u>Number</u>	<u>Full Title</u>	
CCJ	6719	Grant Writing for Criminal Justice Administration	
Is the course title variable?			N
Is a permit required for registration?			N
Are the credit hours variable?			N
Is this course repeatable?			N
If repeatable, how many times?			0
<u>Credit Hours</u>		<u>Section Type</u>	<u>Grading Option</u>
3		C - Class Lecture (Primarily)	R - Regular

Abbreviated Title (30 characters maximum)

Grant Writing I

<u>Course Online?</u>	<u>Percentage On Campus</u>
B - Both Online and On Campus	0

## 6. Prerequisites

7. Corequisites
8. Course Description
9. Its purpose is to provide MACJA students with the skills to write a grant proposal that could be submitted to a research agency such as the National Institute of Justice. However, the skills learned will be transferable to other public service agencies.

10. \_\_\_\_\_

11. **Justification**

A. Please briefly explain why it is necessary and/or desirable to add this course.

Needed for program/concentration/certificate change

B. What is the need or demand for this course? (Indicate if this course is part of a required sequence in the major.) What other programs would this course service?

Graduate students requested a separate course devoted to initial preparation of their grant proposal. The Masters in Criminal Justice Administration proposes adding a course (required) to its program that will take the place of an elective. The course will develop candidate skills in conducting a literature review, preparing research methodology, and building an argument, through development of an effective grant proposal. The program itself threads preparing a grant proposal throughout the program. The Learning Outcomes for this MA include the ability to apply research skills and reason critically in analysis of problems affecting criminal justice; ability to produce well-written, cogently argued documents, and to make professional presentations. This course supports all three of these learning outcomes.

Currently, grant proposals is a piece of Research Methods course. Students feel that they need a separate course to fully develop the skills required to successfully write a grant proposal for funding to a research agency. These skills include a critical review of the extent literature and valid methods to reliably collect data to be analyzed.

C. Has this course been offered as Selected Topics/Experimental Topics course? If yes, how many times?

No

D. What qualifications for training and/or experience are necessary to teach this course? (List minimum qualifications for the instructor.)

PhD in criminology or related field.

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## 12. Other Course Information

### A. Objectives

This course is an introduction to writing a grant proposal, which could be submitted to a research agency such as the National Institute of Justice. The basic objectives of this course are:

1. to provide a better understanding of different approaches and techniques for conducting criminological research,
2. to improve critical reasoning abilities,
3. to assist the student in other course work by providing a vocabulary of methodological concepts making it easier to understand some of the materials in these courses,
4. to give the future administrator of criminal justice programs a basic understanding of research, which should provide a better basis for evaluating current or proposed programs, and
5. to develop the capacity to write fundable research grants.

### B. Learning Outcomes

Upon completion of this course, students will be able to:

- Write a grant proposal in correct APA format
- Meet all the assignment specifications
- Demonstrate familiarity with significant scholarship on the topic

- Stay focused on a clearly articulated argument appropriate to the assignments
- Support claims with relevant, recent data and reference to scholarly authorities
- Present a clear description of how the data will be collected.

#### C. Major Topics

This course will cover the writing and methodological skills necessary to write a draft of your grant proposal that will be completed in the Capstone course.

#### D. Textbooks

Earl Babbie, *The Basics of Social Research*, Fifth Edition, Wadsworth.

#### E. Course Readings, Online Resources, and Other Purchases

#### F. Student Expectations/Requirements and Grading Policy

The completed draft of the grant proposal and its PowerPoint presentation account for 100% of the final grade.

#### G. Assignments, Exams and Tests

The completed draft of the grant proposal and its PowerPoint presentation account for 100% of the final grade.

#### H. Attendance Policy

Course Attendance at First Class Meeting – Policy for Graduate Students: For structured courses, 6000 and above, the College/Campus Dean will set the first-day class attendance requirement. Check with the College for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual

research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration - 4.0101,

<http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>)

Attendance Policy for the Observance of Religious Days by Students: In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances: ([http://usfweb2.usf.edu/usfgc/gc\\_pp/acadaf/gc10-045.htm](http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-045.htm))

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

#### I. Policy on Make-up Work

Any late projects will be penalized 10% for each 24 hour period. Computer problems are NOT an acceptable excuse for late projects so start your proposal early and expect problems. Be sure to back-up all of your work.

#### J. Program This Course Supports

Masters of Art in Criminal Justice Administration (MACJA)

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### 13. Course Concurrence Information

None

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