



James L. & Dorothy H. Dewar
COLLEGE of EDUCATION
& HUMAN SERVICES
VALDOSTA STATE UNIVERSITY

Department of Library and Information Studies
MLIS 7995 IA & IB
Summer 2023
3 Credit Hours

INSTRUCTOR INFORMATION

Dr. Nicole Alemanne (she/her/hers)
Odum Library Room 4600
Phone: 229-245-3742
ndalemanne@valdosta.edu
<https://www.valdosta.edu/about/directory/profile/ndalemanne>
Office Hours: By appointment

COURSE DESCRIPTION

An introduction to grant writing fundamentals and skills, with a focus on libraries and other information organizations. Includes development of strategic relationship management skills for external funding proposals and opportunities.

TEXTBOOKS / RESOURCE MATERIALS

Resources (readings, videos, websites, etc.) will be available electronically via GALILEO databases, on Odum Library course reserve, or through the course BlazeVIEW website.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLIS program objectives (<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/>):

- SLO 1. Recognize the role of strategic relational management in developing successful externally funded grant projects (MLIS PO1);
- SLO 2. Develop understanding of the grant writing process and increase competency in grant writing skills (MLIS PO3); and
- SLO 3. Translate patron needs into a service plan to create innovative information services that will be represented in a well-written draft grant project (MLIS PO1,2, 3).

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

The following list is a brief overview of the assessments used to measure learning outcomes included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeVIEW course site in advance of that assignment's due date.

Grant Proposal Development (90%)

You will complete assignments that build to a full draft grant proposal, and you will get and give support and feedback through peer reviews.

- Statement of need & peer review (15%)
- Prospect worksheet & reflection (15%)
- Letter of intent & peer review (15%)
- Draft proposal & peer review (20%)
- Full proposal & peer review (25%)

Discussions (10%)

You will start the course with an introductory course and end with a reflection discussion.

SUBMITTING ASSIGNMENTS

All assignments must be submitted as instructed on the BlazeVIEW course website using Word formats (.doc or .docx suffixes only) or other formats designated by the instructor. The university's Information Technology (IT) department provides step-by-step guides on how to use VSU's e-mail system and other resources. The IT Help Desk is at <http://www.valdosta.edu/administration/it/helpdesk/>. Their telephone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) Brightspace course learning system. D2L provides 24/7 support 365 days a year. To contact D2L, go to <https://D2LHelp.view.usg.edu> or call the hotline at 855-772-0423.

LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS

Assignments due dates are posted in the course BlazeVIEW site. The due dates are constructed to support you in learning the course material and to provide time for your classmates and me to give you feedback, so I generally don't accept late submissions. *I do understand the impetus to work against deadlines, but because this course moves quickly and is designed around collaboration, everything will work best if you don't wait until the last minute to submit assignments and participate in discussions.* But I know that life happens! If you are having trouble completing an assignment on time, contact me before the due date so that we can discuss a possible short extension.

Completely skipping an assignment is not acceptable in graduate school. To be eligible to receive an A in this course requires completing every assignment and discussion and submitting within the specified deadlines. All course work is due inside BlazeVIEW on the date and time indicated on the course calendar (based on Eastern time). Technology problems are not an acceptable excuse for submitting work late unless BlazeVIEW is down at the time the work is due.

MLIS PROGRAM E-PORTFOLIO REQUIREMENT

An E-Portfolio is required for graduation by all students. You might consider including the draft full proposal in your portfolio.

COURSE GRADES

Course grades will be awarded as follows:

- A: 90%–100%
- B: 80%–89%
- C: 70%–79%
- D: 60%–69%
- F: Lower than 60%

No grade below a C will be credited toward a VSU graduate degree and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

ATTENDANCE POLICY

VSU requires that you attend class in the first week. [Insert first week attendance requirement for this course.] All course activities will be conducted through BlazeVIEW [and/or other platform(s) as designated by the instructor]. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

COMMUNICATION

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels. I am happy to set up a meeting if you wish; email me through the course BlazeVIEW site so we can find a time that works for both of us.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

PROFESSIONALISM

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

ACADEMIC INTEGRITY

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php>).

STUDENT OPINION OF INSTRUCTION SURVEY

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least

one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

NON-DISCRIMINATION AND TITLE IX STATEMENT

Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Mr. Darius Thomas. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

ACCOMMODATION STATEMENT

Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: access@valdosta.edu. To request reasonable accommodations for pregnancy and childbirth, contact Christina Kidd, Student Conduct Coordinator at chkidd@valdosta.edu. Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

Helpful Links

Technical Support (IT helpdesk)	https://www.valdosta.edu/administration/it/solutions/
Center for eLearning (support for BlazeVIEW)	https://www.valdosta.edu/academics/elearning/
Academic Support Center	https://www.valdosta.edu/asc/
Hope Connect (Mental Health Services)	https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php