Florida Institute of Technology

ADDING A NEW COURSE
TO THE CURRICULUM

Subject COM
Course No. 4220
Credit Hours 3
Term to be added to the file Fall 2005

Class Hours 3
Lecture Hours 3
Lab Hours
Contact Hours (CEU only)

Department Humanities and Communication
Schedule Type Lecture

College/School
- College of Engineering-01
- College of Science and Liberal Arts (science)-20
- SEGS-90
- School of Aeronautics-03
- School of Management-22
- School of Psychology-05

Computer Title (restricted to 25 spaces, including blanks) Writing Proposals

Catalog Title Writing Proposals

Catalog Description of Course (limited to 350 characters, including spaces)
Focuses on the process of writing both solicited and unsolicited proposals. Encourages students to learn how to identify opportunities to submit proposals, plan and produce effective proposals, manage the proposal-writing process, deliver oral presentations based on their proposals, and follow up after submitting proposals.

In addition, you may attach a course syllabus and/or more detailed description.

Restrictions Prerequisite COM 2223 or
Course No. (course number) Corequisite (course number)
Grades to be issued A, B, C, D, F
S, U
P, F
Other

Additional Restriction (e.g., major, class level, department head approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

Subject Alpha Prefix (e.g., CSE) COM 1301
Course No. (e.g., 1301)

APPROVALS

Originator 4-27-05
Chair, Graduate Council
Department Head/Program Chair 2-7-05
Chair, Undergraduate Curriculum Committee 5-3-05
Dean or Associate Dean

CATALOG COORDINATOR
SCACRSE SCADETL SCAPREQ SCABASE
Catalog Coordinator Date Operator Init Date

REGISTRAR'S USE ONLY

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RG-307-603
INSTRUCTOR INFORMATION

A. Tenga
Office: Crawford 621 Phone: 674-8929 E-mail: atenga@fit.edu
Hours: To be determined

TEXTS

Persuasive Business Proposals, by Tom Sant
Handbook for Writing Proposals, by Robert J. Hamper and L. Sue Baugh

COURSE OVERVIEW & OBJECTIVES

This course provides practice in planning and writing proposals and related reports/correspondence. Students should leave the course with the following:

- Enhanced familiarity with the practices of successful proposal writers
- Improved ability to evaluate potential opportunities
- Stronger understanding of the process of submitting a proposal
- Solid ability to review and respond to an RFP
- Greater professionalism in approaching work and responsibilities

COURSE POLICIES

Class meetings and reading assignments are complementary; together, they will provide you with a broad foundation of knowledge. Reading assignments should be completed according to the class schedule (to be provided).

Regular attendance is mandatory. To pass this course, you must attend at least 75% of all class meetings. More than three absences may adversely affect your grade as well. In addition, please be on time for class. Late arrival is disruptive and unprofessional, and like excessive absences, repeated tardiness will lower your final grade.

While in class, conduct yourself in an appropriate manner (see notes on professionalism for further guidance). Students who behave in a disruptive manner will be asked to leave the room and marked absent for the class period. These absences will be treated as described above. Continued disruptive behavior will result in a lower grade for the course and may be reported to campus disciplinary authorities.

Proper conduct includes participation in group activities and discussions. Making an active, positive contribution will help your grade and will improve not only your experience, but also the experience of the entire group. If you miss class, be sure to find out what you missed. Consider exchanging phone numbers and/or e-mail addresses with someone in the class so you can contact each other about missed work.

Written assignments completed out of class will be collected in class on the due date. Late assignments will be accepted only because of illness, official school functions, or circumstances beyond individual control. Please give me notice of any foreseeable lateness or absence, and complete approved make-up work within one week of your absence. Students who do not participate fully in group projects will not receive full credit for them.

Any form of academic dishonesty will result in failure of the course and will be reported to the Dean of Students and recorded in your permanent student file.
Dishonest conduct may also lead to formal disciplinary proceedings. Be sure that you understand Florida Tech's academic dishonesty policy (www.fit.edu/current/plagiarism.pdf).

**GRADES**

Your grade will be based on your performance in the following areas according to the approximate values shown below:

- Written projects & individual presentations .......................................................... 40%
  (including homework, RFP refusal letter, strategy project, letter proposal)
- Midterm exam ................................................................. 15%
- Short proposal ................................................................. 10%
- Formal proposal and oral presentation .............................................................. 25%
- Quizzes and professionalism .............................................................................. 10%

**Total.................................................................................................................. 100%**

*Highlights of selected grade components*

**Written Projects**

Individual guidelines will be provided for written assignments.

**Term Project**

Your term project will include a short proposal to the Student Activities Funding Committee and a more formal proposal on the same subject to be presented, orally and in writing, to a group of campus decision makers. A proposal attempts to market a product, service, or idea, so your presentation should be persuasive. Because most proposals are done by teams in the workplace, you will complete your term projects in teams rather than individually. Submit just one copy of your proposals per team; some of the other assignments linked to this project may be completed and submitted individually.

**Quizzes**

Quizzes (which may be unannounced) test your familiarity with concepts covered in your reading assignments and may include in-class writing projects.

**Professionalism**

Because most proposals and other professional documents are produced by teams rather than individuals, your conduct greatly affects your success in the workplace. Supervisors, colleagues, and prospective clients will judge you on the basis of not only your work, but also your attitude towards it, your behavior towards others, and your ability to make a positive impact on your workplace. Because these qualities are an essential part of professional development, they are a component of your grade in this course as well. Under the general heading of professionalism, the following qualities should be understood:

- Integrity (honest, fair, and ethical conduct)
- Accountability (recognition and acceptance of personal responsibility for your
Com 4220 Writing Proposals Sample Syllabus

- Commitment to excellence (high personal standards for the quality of your work)
- Positive attitude (politeness, mature and cheerful disposition)
- Reliability (punctuality, regular attendance, respect for deadlines)
- Initiative (active participation, self-motivation)
- Cooperation (accommodation of others’ needs, respect for rules/agreements, etc.)

**Grading Scale**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
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<tr>
<td>Below 60</td>
<td>F</td>
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