

## **UNIV 440/640 – Writing for Scholars, Fellows, and Researchers**

### ***Section Focus: The National Science Foundation's Graduate Research Fellowship Program***

Fall 2016 – 1 credit — 8 week course (Aug 24 – Oct 13)

Thu 4:00-5:30 — Minard 306

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### **Bulletin Description**

Students will develop an understanding of the academic genre of grant and fellowship applications by analyzing a specific granting program, practicing the elements required for the application, and submitting a completed application.

### **Course Description & Objectives**

Students in this class will go through the entire process of writing a grant or fellowship application, from dissecting the program solicitation to the project planning and proposal development phases to the final revisions and submission. Students will be led through this process by a combination of classwork, assignments, and one-on-one assistance provided by the Graduate Center for Writers.

Specific attention will be paid to the elements that distinguish grant and fellowship applications writing from other forms of graduate-level academic writing, including:

1. An emphasis on persuasion;
2. Adherence to strict, explicit, and detailed guidelines;
3. An appeal to an audience that is broader than that of traditional disciplinary writing; and
4. The ability to conduct comprehensive project planning.

Graduate students (enrolled in UNIV 640) will, in addition, be required to complete a post-application report and reflection that will help them to integrate the learning from this class into their graduate education and professional life.

The objectives of the course are for students to develop:

1. A working knowledge of the grant/fellowship application genre;
2. A strategic approach to writing grants/fellowships;
3. An understanding of the role of audience in grant/fellowship-writing;
4. Experience writing grant/fellowship applications; and
5. (For graduate students taking UNIV 640) An expanded research and professional persona and an outlook that incorporates research planning and funding.

## **Policies and Procedures**

***Attendance, Participation, and Assignments:*** Students are expected to do the following:

1. Attend all class meetings and work one-on-one with graduate writing consultants (see below);
2. Complete required preparation, readings, and assignments; and
3. Participate actively, professionally, and in a spirit of positive collaboration in all course activities and interactions.

If a situation arises whereby they are unable to meet the above expectations, students are required to inform the instructor by email. Students are responsible for making up any missed work.

***Graduate Center for Writers (GCFW):*** Part of this course will be to meet, one-on-one, with writing consultants at the GCFW to review and get feedback on the writing/planning process and the documents produced.

***Attendance Statement:*** The above attendance expectations conform to NDSU attendance policies, which can be read at <http://www.ndsu.edu/fileadmin/policy/333.pdf>. Veterans and student service members with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders.

***Accommodations:*** Any students with disabilities or other special needs, who need special accommodations in this course, are invited to share these concerns or requests with the instructor and contact the Disability Services Office ([www.ndsu.edu/disabilityservices](http://www.ndsu.edu/disabilityservices)) as soon as possible.

***Academic Honesty:*** The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at [www.ndsu.edu/academichonesty](http://www.ndsu.edu/academichonesty)

## **Textbook**

There will be no textbook for this course. Readings will include select articles, web sites, past proposals, and reviewer comments (when available).

### **Assignments** (*Section Focus: NSF Graduate Research Fellowship Program*)

**Project Plan:** Plan for application, including strategy for completing the personal statement and research plan, as well as a plan for submitting all required elements of the application.\*

**Research Plan:** Students will submit at least two drafts of the “Graduate Research Plan Statement.” They will work extensively with their advisors on this plan and receive feedback both from faculty and peers to help in the revision process.\*

**Personal Statement:** Students will submit at least two drafts of the “Personal, Relevant Background and Future Goals Statement.” They will receive feedback both from faculty and peers to help in the revision process.\*

**Final Submission:** Students will submit a GRFP application to the NSF and will provide copies of the final Research Plan and Personal Statement to the course instructor.

**Report and Reflection (for UNIV 640 students):** Graduate students enrolled in the course will write a final report documenting what they have learned in the process of completing the application and how it applies to their careers. They will reflect on how their development of a research plan will affect their graduate research, how their personal statement helps to shape their future professional persona, and how their graduate studies will benefit from having submitted this fellowship application. \*

\* - Requirements for these assignments will be spelled out in assignment sheets.

*NOTE: Students are requested to provide the instructor with their reviewer comments when they receive them in March/April.*

### **Evaluation Procedures and Grading Criteria**

This course is graded on a pass/fail (undergraduate) and satisfactory/unsatisfactory (graduate) basis.

#### ***Assignments***

To receive full credit, students must complete all assignments according to the requirements in the assignment sheets and submit their application to the granting agency.

#### ***Course Grade – Undergraduates (UNIV 440)***

To receive a “Pass” grade in the class, students must do the following:

- Attend all class meetings.
- Receive full credit for all assignments. In the NSF GRFP section of the course, these are:
  - Project Plan
  - Research Plan (2 drafts & final submission)
  - Personal Statement (2 drafts & final submission)

#### ***Course Grade – Graduates (UNIV 640)***

To receive a “Satisfactory” grade in the class, students must do the following:

- Attend all class meetings.
- Receive full credit for all assignments. In the NSF GRFP section of the course, these are:
  - Project Plan
  - Research Plan (2 drafts & final submission)
  - Personal Statement (2 drafts & final submission)
  - Report and Reflection

### Schedule for Course Section: NSF Graduate Research Fellowship Program

Date	Activity	Assignment Due
Week 1: 8/25/2016	Basic Principles of Grant-Writing & Project Planning <i>Orientation to GRFP</i>	
Week 2: 9/1/2016	Reading a Program Solicitation <i>Interpreting the GRFP requirements</i>	GRFP Application Project Plan
Week 3: 9/8/2016	Structuring a Research Proposal	
Week 4: 9/15/2016	Structuring a Personal Statement	Research Proposal Draft 1
Week 5: 9/22/2016	Workshop: Research Proposals	Personal Statement Draft 1
Week 6: 9/29/2016	Workshop: Personal Statements	
Week 7: 10/6/2016	Being Specific & Hitting the Right Notes	Research Proposal Draft 2
Week 8 10/13/2016	Editing a document	Personal Statement Draft 2
Week of 10/24/2016	NO CLASS MEETING	Submit GRFP Application to the NSF (copies of statements to instructor)
Post-Submission (due 11/11/2016)		Graduate Students: Report & Reflection