

This course is available for student registration only after the approval process has been completed.

Subject COM Course No. 4220 Credit Hours 3 Term to be added to the file Fall 2005
Alpha Prefix (e.g., CSE) Number Choice (e.g., 1301) (e.g., Fall 2003)

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

Department Humanities and Communication Schedule Type Lecture
(e.g., Computer Sciences) (e.g., lecture, lab or special project)

College/School (Please check appropriate box)
 College of Engineering-01 School of Aeronautics-03 SEGS-90
 College of Science and Liberal Arts (science)-20 School of Management-22
 College of Science and Liberal Arts (liberal arts)-21 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 Corequisite _____
(course number) (course number)
 Prerequisite COM 2224 Corequisite _____
(course number) (course number)
 Prerequisite _____ Corequisite _____
(course number) (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) _____ Course No. (e.g., 1301) _____

APPROVALS
 Upon completion of appropriate department approvals, submit form to Chair, Graduate Council or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Coordinator.

Curt [Signature] 4-27-05 _____
Originator Date Chair, Graduate Council Date

Nabor T. Mentan 27 Apr 2005 _____
Department Head/Program Chair OR

Mary Beth Kasper 5/3/05 _____
Dean or Associate Dean Date Chair, Undergraduate Curriculum Committee Date

CATALOG COORDINATOR	REGISTRAR'S USE ONLY			
_____	SCACRSE _____	SCADETL _____	SCAPREQ _____	SCABASE _____
<small>Catalog Coordinator Date</small>	SCARRS _____	Operator Init _____	Date _____	

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

work)

- 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

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F