

**New Course Request**

**Indiana University**

SEP 02 2009

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit  Graduate credit  Professional credit  99

1. School/Division SHRS / Dept. of Health Sciences 2. Academic Subject Code SHRS

3. Course Number W641 (must be cleared with University Enrollment Services) 4. Instructor Yocheved Samson

5. Course Title Proposal Writing for Community-Based Rehabilitation Programs

Recommended Abbreviation (Optional) \_\_\_\_\_

(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall, 2009

7. Credit Hours: Fixed at 3 or Variable from \_\_\_\_\_ to \_\_\_\_\_

8. Is this course to be graded S-F (only)? Yes \_\_\_\_\_ No X

9. Is variable title approval being requested? Yes \_\_\_\_\_ No X

10. Course description (not to exceed 50 words) for Bulletin publication:

An interactive educational opportunity to develop skills related to fund development in a community rehabilitation setting, providing an overview of the grant development process. Students will research local and national funding sources and learn about traditional and non-traditional sources to develop and maintain community-based rehabilitation programs. Includes guest speakers.

11. Lecture Contact Hours: Fixed at 42 or Variable from \_\_\_\_\_ to \_\_\_\_\_

12. Non-Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_

13. Estimated enrollment: 15 of which 100% percent are expected to be graduate students.

14. Frequency of scheduling: Once per year Will this course be required for majors? Yes

15. Justification for new course: Required for new Graduate Certificate

16. Are the necessary reading materials currently available in the appropriate library? YES

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. At one of the fall 2008 IUPUI Dean's Council meetings, all deans were provided with a list of proposed courses for the Department of Health Sciences proposed undergraduate and graduate certificates, and were asked to provide feedback.

Submitted by:

Julio Mac Kimo Date 2/4/09  
Department Chairman/Division Director

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

Approved by:

Augustine O. Agwu Date 2/6/09  
Dean

Mary L. Greener Date \_\_\_\_\_  
Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

Jackie O'Palke  
IUPUI Curriculum SubCommittee Date 4/1/09

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

Indiana University  
School of Health and Rehabilitation Sciences  
Department of Health Sciences  
**Proposal Writing for Community-Based Rehabilitation Programs**  
SHRS W641

**Course Description:** An interactive educational opportunity to develop skills related to fund development in a community rehabilitation setting, providing an overview of the grant development process. Students will research local and national funding sources and learn about traditional and non-traditional sources to develop and maintain community-based rehabilitation programs. Includes guest speakers.

**Credit Hours:** 3 credit hours, Web-based

**Instructor Information:** Elaine Voci, PhD  
[REDACTED]  
[elainevoci@gmail.com](mailto:elainevoci@gmail.com)  
[REDACTED]

**References:** Carlson, Mim, Winning Grants, Step-by-Step, 2002

Geever, Jane, The Foundation Center's Guide to proposal Writing.  
3<sup>rd</sup> Edition. New York: Foundation Center, 2000.

**Educational Objectives:** Upon completion of this course, the student should be able to:

1. Identify the key components of grant applications.
2. Identify sources of funds for community-based rehabilitation programs.
3. Critically analyze a proposal for a community based rehabilitation program.
4. Write a proposal for a community based rehabilitation program.

**Grading:** Points will be assigned for all graded activities. At the end of the course, the points will be added and the grades assigned as follows:  
A= 90-100  
B=80-89  
C=70-79  
A grade below a C is considered a failing grade

Rubric:

The focus of this course will be on writing a proposal for funding for a community based rehabilitation program. Each student will be assigned to a community based program and will be asked to work with the assigned coordinator to identify a project for possible funding. Using the

information provided throughout the course, the student will be asked to write a proposal to a funding agency for monies to support a proposed program. The course instructor will serve as the link between the agency and the student to establish guidelines for expectations.

**Course policies:**

All students are bound by the School of Health and Rehabilitation Science's Honor Code.

Cheating and plagiarism will not be tolerated and will be grounds for course failure and subsequent dismissal from the health sciences program.

**Cheating:** Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examination questions shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but to guard against making it possible for others to cheat.

**Plagiarism:** Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that are taken from another source is guilty of plagiarism.

All students have the right to expect the course instructor to provide a syllabus with objectives, be fair and impartial in her interactions with students, demonstrate respect for students, return assignments in a timely manner, be accessible with prior notice, and create an environment conducive to learning.

**Request for accommodations:**

Any student requiring accommodations to meet special needs must contact the course instructor prior to the second week of the fall semester. Accommodations will be based on documented needs.

**HIPAA Compliance:**

Recently enacted HIPAA regulations place stringent requirements on practitioners to protect the privacy of patients. When completing assignments that include patient related information, students must comply with the following guidelines:

1. Maintain confidentiality concerning all patient information.
2. Change the names of patients, referring providers, and facilities to preserve anonymity.
3. Restrict the use and/or disclosure of information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.

NOTE: This course is cross-listed as both an undergraduate and graduate course. Course objectives, readings and assignments reflect differing expectations between undergraduate and graduate students.