




Business Administration

Course Number:	BUAD 498
Course Title:	DIRECTED STUDIES IN BUSINESS
Credits:	3
Calendar Description:	This course is open ordinarily to students in Business and may consist of supervised reading, participation in a seminar, and one or more applied research projects. This three-credit course may be taken over one or two semesters. A student may receive credit for this course twice with a different topic.
Semester and Year:	Winter 2021
Prerequisite(s):	Fourth-year standing, permission of the department and agreement of a Department of Business faculty member to supervise the directed study.
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	No
Hours per week:	5 (one hour scheduled with professor and minimum 4 hours outside of official meeting times)
Graduation Requirement:	Elective – all options
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	
Originally Developed:	Fall 2009
EDCO Approval:	January 2015
Chair's Approval:	

A Directed Study examining **grants and their place in the development of nonprofit organizations grants and their place in the development of nonprofit organizations** is proposed for Winter 2021. The course will include investigating literature on nonprofit organizations' social-political contexts, the purpose and implications of various public and private funding relationships, effective practices for competitive funding proposals, evaluating funding opportunities, the overall grant submission process and specific proposal components, such as the abstract, background and significance, goals and objectives, methodology, assessment, budget and budget justification, dissemination, broader impacts, and sustainability. Emphasis will be placed upon how to communicate issues and needs in a clear and concise manner, aligning project objectives with strategic institutional goals, and collaborating with diverse stakeholders. The proposed directed study is intended to build on the Directed Study on culturally sustainable rural tourism development completed Fall 2020.

The student, Amy Kneller 300220466, will meet the instructional objectives of the course outlined below under the guidance and direction of the faculty member, Danielle Robinson.

The directed study will have the following learning outcomes:

- Examine the purpose and implications of various public and private funding relationships for nonprofit organizations within the contemporary Canadian social-political context.
- Assess the relevancy of potential funding sources to an organization(s).
- Identify potential community partners and explain the value of developing strong relationships.
- Explain effective practices for developing grant applications.
- Interpret grant guidelines and requirements.
- Consider equity, diversity and inclusion in grant proposal design.
- Develop effective grant writing skills through guided participation in the preparation of an applied research proposal.

Evaluation:

Examination of a need or problem within nonprofit organization's operating context	10%
Funder Grant Profile	10%
Partner Profile(s)	10%
Project Description	40%
Budget and Justification Report	15%
Supporting Materials Portfolio	15%

Required Reading:

Anheier, H. K. (Ed.), Toepler, S. (Ed.). (2020). *The Routledge Companion to Nonprofit Management*. London: Routledge. (Ch 1,2, 22, 28-30, electronic files provided)

Elson, P. R. (Ed.). (2016). *Funding policies and the nonprofit sector in Western Canada: Evolving relationships in a changing environment*. University of Toronto Press. (Ch 2, electronic files provided)

O’Neal-McElrath, T. (2019). *Winning grants step by step: The complete workbook for planning, developing and writing successful proposals*. (5th ed.). San Francisco: Jossey-Bass. (Ch 1-12, please purchase)

Weekly Schedule:

Week	Topic	Read	Connect	Due
1	Nonprofit Management Overview and Context (Canada and BC)	Chapter 1, 2 Anheier & Toepler Ch 2 Elson	Weekly 1 hour zoom	
2	Introduction to Grant/Proposal Writing and Determining Needs and Purpose	Ch 1 & 3 O’Neal-McElrath		Examination of a Need or Problem in Context
3	Finding and working with Potential Funders (Government, Foundations, Corporate)	Ch 2 O’Neal-McElrath Ch 28, 29, 30 Anheier & Toepler		Funder Grant Profile
4	Finding and Working with Potential Partners	Ch 22 Anheier & Toepler		Partner Profile(s)
5	Introductory Sections	Ch 4 O’Neal-McElrath		
6	Project Design and methods	Ch 5 O’Neal-McElrath		
7	Evaluation	Ch 6 O’Neal-McElrath		Project Description
8	Budget and Justification	Ch 8 O’Neal-McElrath		Budget and Justification Report
9	Broader impacts, dissemination, longevity	Ch 7 O’Neal-McElrath		
10	Writing a Summary and Compiling Support Materials	Ch 10 O’Neal-McElrath		Supporting Materials Portfolio
11	Completing the Proposal	Ch 11 O’Neal-McElrath		Final Proposal Revisions
12	Post-proposal follow-up	Ch 12 O’Neal-McElrath		

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

What are the Students' Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors' name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.