

GEOG 695.09**GIS Proposal Development**

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|------------------|------------|-------------|-------------|-----------------|--------------------|-------------|
| Timetable | Lec | Days | Time | Location | Catalogue # | 1556 |
| | #60 | T&R | 8:30 | ES 307 | | |

Instructor: Doug Connery

Office: ES 422

Office hours: TBD

Phone: 282-3540

e-mail: millconn@telus.net

TA (if applicable):

Office:

Office hours:

Phone:

e-mail:

Course Content

This course is designed to provide MGIS students with proposal development skills required to source, research, write and submit quality proposals for projects. The significance of preparing well thought out proposals will be discussed from project idea through to approval and project initiation. The course will cover the basic written and budget components of a proposal and will examine how proposals are written for different situations. Proposal budgets will be discussed from single source to multiple source projects.

Students should be proficient in the use of word processing, spreadsheet packages and Internet research skills. They should come to this course with an idea for a proposal whether it is a thesis proposal or funding proposal for a specific project. At the completion of this course, students will be prepared to write proposals for most situations for GIS and other projects.

As this course involves active learning strategies, the students will be expected to participate in class activities and demonstrate clear communication skills (verbal and written).

Topic Outline

1. Course Introduction
2. Introduction to Proposal Writing
3. Proposal Development
 - Why are proposals required
 - Research
 - Written component
 - Budget
4. Packaging the proposal
5. Who to send the proposal to
 - Request for Proposal (RFP)
 - Prequalifications
 - Corporations and Foundations
6. Critiquing proposals
7. Group project and presentation
8. Exam

Blackboard

Blackboard will be used as a course management tool: <http://blackboard.ucalgary.ca/>

Required Texts: Available through the MGIS program office – 10th floor Earth Sciences
 Tammemagi, H., 2000. *Winning Proposals: How to Write Them and Get Results*. Self-Council Press,
 North Vancouver, BC. ISBN 1-55180-254-6.
http://www.self-counsel.com/ca/catalog/product_info.php?products_id=285

Readings/Manual

Handouts and Internet URL's provided by the Instructor

Grading (Weighting)

| | |
|-----------------------------|------|
| Assignments @ 5,10, 10, 15% | 40% |
| Team assignment | 30% |
| Presentation | 10% |
| Instructor Evaluation* | 10% |
| Final exam (take-home) | 10% |
| Total | 100% |

* Instructor Evaluation includes class participation and communication skills.

The final exam is a take home type so no final examination will not be scheduled by the Registrar's Office. It is essential to pass all elements to pass the course.

Prerequisite:

Consent of the Department. Proficient use of word processing and spreadsheet software, Internet research and presentation tools such as MS Power Point.

Supplementary Fees: N/A

Grading System

| | | | | | |
|--------|----|-------|----|-------|----|
| 96-100 | A+ | 77-80 | B | 59-61 | C- |
| 90-95 | A | 71-76 | B- | 55-58 | D+ |
| 86-89 | A- | 65-70 | C+ | 50-54 | D |
| 81-85 | B+ | 62-64 | C | 0-49 | F |

Plagiarism

Academic dishonesty is not an acceptable activity at the University of Calgary and students are **strongly advised** to read the Student Misconduct section in the University Calendar. Quite often, students are unaware of what constitutes academic dishonesty or plagiarism. The most common are 1) presenting another student's work as your own 2) presenting an author's work or ideas as your own without proper referencing and 3) using work completed for another course. This activity will not be tolerated in this course and students conducting themselves in this manner will be dealt with according to the procedures outlined in the calendar.

Re: Posting of Grades and Picking-up of Assignments

- Assignments will be handed back only in class or by the Professor at pre-arranged time(s).
- To receive your assignment back via mail, please include an appropriately sized self-addressed, stamped envelope with your assignment when handing in to the professor.
- Posting of grades will be at the discretion of each Professor and, if posted, they will be scrambled. Grades will **not** be available at Geography's main office.

Contact Information for Student and Faculty Representation

- SU VP Academic Phone: 220-3911 and e-mail: suypaca@ucalgary.ca
- SU Faculty Rep. Phone: 220-3913 and e-mail: socialscirep@su.ucalgary.ca

Campus Safewalk

Campus Security, in partnership with the Students' Union, provides the Safewalk service, 24 hours a day, to any location on Campus including the LRT, parking lots, bus zones and University residences. Contact Campus Security at 220-5333 or use a help phone, and Safewalkers or a Campus Security officer will accompany you to your Campus destination.