



TCSJ
Professional Learning Center
Course Syllabus

School Year:

2024-2025

Name and Contact Information for the Instructor of Record

Paul Gose, valleyteachersgroup@gmail.com

Instructor/s of Course:

Paul Gose and Ken Rickard

Course Dates/Times:

Online, Asynchronous

Estimated hours to complete the course: *(Approximately 15 hours of time = 1 unit)*

45 hours

Evaluation Criteria for Credit:

Participants are evaluated based on successful completion and submission of:

-Completion of all assignments and completion of "time log" of 45 hours.

-Upon completion a certificate of completion will be issued to be submitted to TCSJ for unit approval.

Assignments

Assignment #1 Orientation.

-Phone conversation or Zoom meeting with either Ken Rickard (209)648-4446 or Paul Gose (209)380-5546.

Assignment #2 Individualized Goals

-During or after the orientation create a list (digitally or on paper) of at least 4 goals or outcomes you want to achieve and/or demonstrate during the completion of the course.

Course Materials

Enrollees will benefit by accessing the following online:

[How To Write A Grant Proposal Step-by-Step 2023 | Things Have Changed!](#)

[Nonprofit Grant Writing Tips for Beginners](#)

[How to write a need statement for your grant proposals](#)

Primary Learning Outcomes

Participants will:

- Understand the basic process of grant work
- Realize the importance of planning for grants
- Recognize the steps involved in project development
- Be encouraged and have the confidence to know that YOU can do it

Course Requirements scholastic/academic time log must be submitted at completion of the course.

- Time specific log documenting research, activity and curriculum Evidence of 45 hours must be recorded to meet course requirements.

Educators will select 3 grant applications.

- Educators will develop a grant project per application.
- Educators will provide evidence of one grant proposal to be submitted to the provider.

Title of Course: Grant Writing

Type of Course (Pick One):

o 7000 Professional Learning & Leadership

Course Enrollment – How will people enroll? This course has open enrollment – please post on the TCSJ Professional Learning Center webpage – insert **enrollment link** for advertisement here: <https://valleyteachersgroup.com/courses-tcsj>

Course Description:

Students will receive customized/individual direct instructions to achieve satisfactory mastery of the skills described and completion of assignments. **Direct instruction will be provided as identified through initial orientation and weekly check-ins based on learning objective/assignment progress.**

This course provides educators of all grade levels and teaching experiences an introduction to the process of grant writing. Educators will benefit by exposure to the grant providers in the area of education and STEP BY STEP process by which to obtain grant money to benefit student learning.

Course Enrollment Cost (if to be posted on PLC website – not unit cost):

\$199

Successful Course Completion: At the completion of the course, students who successfully finished the course will receive a certificate of completion that includes their name, course title and date

X Certificate

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***** Unit rates subject to change without prior notice from TCSJ*****

This section to be completed by TCSJ Staff.

Approved by: *Lori Morgan* Date: 4/25/2025

Units: 3

Price per Unit: \$85

Processed on (date): 6/5/25

Course #: 7119

Add to website? Yes

Added to Website (Initials, Date): 6/5/25

Course Registration Form (to purchase units) Link:

<https://www.forms.teacherscollegesj.edu/valleyteachersgroup>