**BUSADMIN C735**
**Developing Proposals for Health Care Leaders**
**Winter 2021 Course Outline**

**Health Policy and Management**
**DeGroote School of Business**
**McMaster University**

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## COURSE OBJECTIVES

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This course is designed to provide students with the skills necessary to produce high quality proposals with an emphasis on the needs of individuals working in the health care sector. Students will gain experience collecting background data, conducting literature reviews, examining ethics applications, as well as writing and critiquing proposals. The course will be of particular interest to students who will be developing proposals for a scholarly paper/thesis, researchers who will be preparing grant applications, and health care managers who are developing proposals for new services or programs.

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## INSTRUCTOR, CONTACT INFORMATION, & COURSE SITE

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**Instructor**
Mark Embrett, PhD
embretmg@mcmaster.ca

**Course Website**
http://avenue.mcmaster.ca

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## COURSE DESCRIPTION

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The ability to develop a successful proposal—whether it is for educational or service delivery programs, grant/funding applications, or research projects—is an essential skill for healthcare managers, educators, and researchers. The purpose of this online course is to help students develop the skills necessary to research, design, and write a persuasive proposal. Through readings, assignments, and online discussions, students will explore and develop various components of a proposal. Topics and assignments will include: identifying appropriate data sources and conducting literature reviews; developing clear, concise, and compelling research questions and/or purpose statements; determining ideal methods or delivery approaches; establishing required resources; understanding when ethics approval is required and how to

navigate ethics review boards; and summarizing proposals into abstracts or executive summaries.

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## LEARNING OUTCOMES

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Upon completion of this course, students will be able to:
- Design a variety of research proposals and/or grants applications
- Critically assess the quality of grant applications
- Research, design, and write a persuasive proposal
- Conduct literature reviews, write research/thesis proposals, apply for funding/grants and understand ethics board submissions
- Write clearly and effectively

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## REQUIRED COURSE MATERIALS AND READINGS

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1. Miner, J. T., & Miner, L. E. (2013). *Proposal Planning & Writing*, *5th edition.* ABC-CLIO, LLC. https://ebookcentral.proquest.com/lib/mcmu/detail.action?docID=1495754

2. Gitlin, L. N., & Lyons, K. J. (2013) *Successful Grant Writing: Strategies for Health and Human Service Professionals, 4th edition*. Springer Publishing Company. https://ebookcentral.proquest.com/lib/mcmu/detail.action?docID=1463553

3. Readings posted on Avenue to Learn.

In addition to the links above, online versions of the books are accessible through the McMaster University Library catalogue: https://library.mcmaster.ca

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## EVALUATION

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Learning in this course comes from readings, reflection and analysis, participation in online class discussion, and preparation of assignments.

## Components and Weights

| Assignment #1 | Literature Review, Research Question, & Method | 15% |
|---|---|---|
| Assignment #2 | Proposal Draft | 15% |
| Assignment #3 | Peer Review | 10% |
| Assignment #4 | Final Proposal Brief | 20% |
| Participation | Online Contributions | 30% |
| Facilitation | Weekly Facilitation | 10% |

**Assignments (60% of the final grade)**

Four assignments are integrated to result in the development and submission of a final proposal. A detailed description of the requirements for each assignment will be provided on Avenue to Learn during the first week of class.

**Participation: Online Contribution (30% of the final grade)**

Tasks will be posted online for each of the weeks in which they are required to be completed. These tasks may range from reading course materials and participating in an online discussion forum to posting answers to specific questions. A detailed description of the requirements and expectations for the participation component of the course will be provided on Avenue to Learn during the first week of class.

**Facilitation (10% of the final grade)**

Each week during the course, one student from each assigned group will be responsible for facilitating that week's discussion threads. A detailed description of the requirements and expectations for the facilitation component of the course will be provided on Avenue to Learn during the first week of class.

## Grade Conversion

At the end of the course your overall percentage grade will be converted to a letter grade in accordance with the following conversion scheme:

| LETTER GRADE | PER CENT | POINTS |
|---|---|---|
| A+ | 90-100 | 12 |

| A   | 85-89 | 11 |
|-----|-------|----|
| A-  | 80-84 | 10 |
| B+  | 75-79 | 9  |
| B   | 70-74 | 8  |
| B-  | 60-69 | 7  |
| F   | 00-59 | 0  |

## Communication and Feedback

Students who wish to correspond with the instructor or teaching assistant directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Administrative Assistant. Instructors are encouraged to conduct an informal course review with students by Week #4 to allow time for modifications in curriculum delivery. Instructors should provide evaluation feedback for at least 10% of the final grade to students prior to Week #8 in the term.

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### *ACADEMIC DISHONESTY*

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You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, such as the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism (e.g., the submission of work that is not one's own or for which other credit has been obtained).
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations

In this course we will be using a web-based service ("Turnitin") to reveal plagiarism. Students will be expected to submit their work electronically so that it can be checked for academic dishonesty. Students who do not wish to have their work reviewed through Turnitin must still submit a copy to the instructor. No penalty will be assigned to a student who does not have their work reviewed through Turnitin. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., an online search). To see the Turnitin Policy, please go to:

http://www.mcmaster.ca/academicintegrity/turnitin/students/

## ONLINE COURSE COMPONENTS

In this course we will be using Avenue to Learn. Students should be aware that when they access the electronic components of this course, private information such as first and last names, usernames for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructors.

## CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning, and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the "Code"; https://secretariat.mcmaster.ca/app/uploads/Code-of-Student-Rights-and-Responsibilities.pdf). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g., use of A2L, WebEx, or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

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## MISSED ACADEMIC WORK

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**Late Submissions**

Deadlines for assignments are set. All work must be submitted to the corresponding A2L Assignments folder on the due date and time as stated in the Course Schedule. Do not submit work by email. Late assignments will be penalized 10% for every 24 hours, or part thereof, they are submitted past their due date and time. If you anticipate being unable to complete an assignment on the due date, please contact the instructor prior to the due date. Requests for extensions will not be considered within 48 hours of the deadline except under exceptional circumstances.

**Missed Class Participation**

Where students miss a regularly scheduled midterm or class participation for legitimate reasons as determined by the Student Experience – Academic (MBA) office, the weight for that test/participation will be distributed across other evaluative components of the course at the discretion of the instructor. Documentation explaining such an absence must be provided to the Student Experience – Academic (MBA) office within five (5) working days upon returning to school.

To document absences for health related reasons, please provide to Student Experience – Academic (MBA) office the Petition for  Relief for MBA  Missed  Term Work and the McMaster University Student Health Certificate which can be found on the DeGroote School of Business website at:
https://mbastudent.degroote.mcmaster.ca/forms-and-applications/

Please do not use the online McMaster Student Absence Form as this is for Undergraduate students only. University policy states that a student may submit a maximum of three (3) medical certificates per year after which the student must meet with the Director of the program.

To document absences for reasons other than health related, please provide Student Experience – Academic (MBA) office the Petition for Relief for MBA Missed Term Work and documentation supporting the reason for the absence.

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## STUDENT ACCESSIBILITY SERVICES

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Student Accessibility Services (SAS) offers various support services for students with disabilities. Students are required to inform SAS of accommodation needs for course work at the outset of

term. Students must forward a copy of such SAS accommodation to the instructor normally, within the first three (3) weeks of classes by setting up an appointment with the instructor. If a student with a disability chooses NOT to take advantage of an SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. The SAS website is:

[http://sas.mcmaster.ca](http://sas.mcmaster.ca)

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## POTENTIAL MODIFICATION TO THE COURSE

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The instructors and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

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## RESEARCH USING HUMAN PARTICIPANTS

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Research involving human participants is premised on a fundamental moral commitment to advancing human welfare, knowledge and understanding. As a research-intensive institution, McMaster University shares this commitment in its promotion of responsible research. The fundamental imperative of research involving human participation is respect for human dignity and well-being. To this end, the University endorses the ethical principles cited in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans:

[http://www.pre.ethics.gc.ca](http://www.pre.ethics.gc.ca)

McMaster University has mandated its Research Ethics Boards to ensure that all research investigations involving human participants are in compliance with the Tri-Council Policy Statement. The University is committed, through its Research Ethics Boards, to assisting the research community in identifying and addressing ethical issues inherent in research, recognizing that all members of the University share a commitment to maintaining the highest possible standards in research involving humans.

If you are conducting original research, it is vital that you behave in an ethical manner. For example, everyone you speak to must be made aware of your reasons for eliciting their responses and consent to providing information. Furthermore, you must ensure everyone understands that participation is entirely voluntary. Please refer to the following website for more information about McMaster University's research ethics guidelines:

http://www.mcmaster.ca/ors/ethics

Organizations that you are working with are likely to prefer that some information be treated as confidential. Ensure that you clarify the status of all information that you receive from your client. You **MUST** respect this request and cannot present this information in class or communicate it in any form, nor can you discuss it outside your group. Furthermore, you must continue to respect this confidentiality even after the course is over.

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## ACKNOWLEDGEMENT OF COURSE POLICIES

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Your registration and continuous participation (e.g., on Avenue to Learn) to the various learning activities of C735 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. It is your responsibility to read this course outline, to familiarize yourself with the course policies, and to act accordingly.

Lack of awareness of the course policies cannot be invoked at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.