HUS410 Term Project Guidelines

Each student will develop a human services program. Each part of the project will be turned in on different dates (non-graded) throughout the term (see course modules) and then its entirety at the end of the term (graded).

You will submit your final project to the appropriate course Dropbox no later than Sunday 11:59 PM EST/EDT of Module 7. (This Dropbox basket is linked to Turnitin.)

The total project will be a program/grant application and must include the following:

1. Rationale, philosophy (theoretical perspective), goals, and objectives with assessment measures
2. Information about location of the proposed facility and identification of equipment needed
3. Program plans including daily plan, staffing schedule, and job descriptions as well as enrollment or eligibility criteria
4. Narrative and description of initial start-up budget of three (3) months and a narrative and description of a one-year annual budget
5. Description of sources of income (public and private funds)
6. Brochure for the proposed program
7. Cover letter to a potential funding source
8. Contact list and reference list

The project does not have a required page count. Correct spelling, grammar, sentence structure is imperative. References must be cited correctly with a reference list included at the end of the project. The project must follow the American Psychological Association (APA) format (including a title page, reference page, citations in text, Times New Roman font style, 12-pt font size). Student will be graded on thoroughness of content area, correct spelling, grammar, sentence structure, and correct use of APA.

Use the following grant writing resources to assist you with your project:

- Non-profit guides: [http://www.npguides.org](http://www.npguides.org)
- Grants & Funding: [http://grants.nih.gov/grants/writing_application.htm](http://grants.nih.gov/grants/writing_application.htm)
HUS410 Term Project Rubric

- Exceptional corresponds to an A (95-100%). Performance is outstanding; significantly above the usual expectations.
- Proficient corresponds to a grade of B to A- (83-94%). Skills and standards are at the level of expectation.
- Basic corresponds to a C- to B- (70-83%). Skills and standards are acceptable but improvements are needed to meet expectations well.
- Novice corresponds to a D (69 to 60%). Performance is weak; the skills or standards are not sufficiently demonstrated at this time.

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<tr>
<th>Criteria</th>
<th>% of paper</th>
<th>Ratings</th>
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<tbody>
<tr>
<td>The writing is scholarly in nature; well organized and coherent with a clear rationale, philosophy (theoretical perspective), goals and objectives with assessment measures</td>
<td>15%</td>
<td>0</td>
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<tr>
<td>Project includes solid information about location of the proposed facility and identification of equipment needed and detailed discussion on the program plans including daily plan, staffing schedule, and job descriptions as well as enrollment or eligibility criteria and description of sources of income (public and private funds)</td>
<td>20%</td>
<td>0</td>
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<tr>
<td>Thorough identification and discussion of American values and specific Saint Leo core values’ (community and respect) in relevance to the project</td>
<td>20%</td>
<td>0</td>
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<td>Narrative and description of initial start-up budget of three (3) months is appropriately discussed and a narrative and description of a one-year annual budget is sufficiently presented and a brochure for the proposed program and cover letter to a potential funding source are both skillfully written and presented and a contact list is provided</td>
<td>20%</td>
<td>0</td>
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<td>Correct grammar, punctuation, sentence structure is evident; all written sections have proper citations</td>
<td>10%</td>
<td>0</td>
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<tr>
<td>References are appropriately cited using APA Style with accompanying Reference page at the end of the project</td>
<td>15%</td>
<td>0</td>
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