

San Jose State University

School Of Social Work
SCWK 100W Writing Workshop
49169 Section 02

Fall 2011

Instructor: Jennifer Hubbs, MSW LCSW
Class Meeting Time: 6-8:45pm Tuesdays
Classroom Location: Clark 306

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Office Hours: As arranged
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COURSE DESCRIPTION

This course focuses on developing and enhancing writing and presentation skills vital to the social work profession in the following areas: clinical documentation, report writing, research and grant writing.

UNIVERSITY POLICY ON 100W

1. The course fulfills a University Studies requirement, the Junior-level Writing Workshop. (Area Z, Written Communication II, under the current SJSU Studies requirements.) “Courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments.”
Prerequisites: 1) Grade of C or better in English 1B; 2) Passing grade on the Writing Skills Test (WST), 3) upper division standing (completion of 60 units), and 4) completion of core GE.

Goals for University Studies Area Z:

Students shall write complete reports and essays that demonstrate college-level proficiency. Students shall be able to:

- refine the competencies established in Written Communication IA and IB
- express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse; and
- organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

LEARNING OBJECTIVES FOR SCWK 100W

Upon completion of this course students will be able to:

Learning Objectives	Activities/ Methods of Assessment
1. Demonstrate mastery over the mechanics of writing such as organization, composition, and grammar.	<ul style="list-style-type: none">• Writing assignments• Court Report; Final Grant Proposal• Quizzes
2. Demonstrate an ability to conduct and integrate an effective literature search using a variety of sources.	<ul style="list-style-type: none">• Final Research Paper and Drafts• Library Search & Citation Skills Assignment
3. Demonstrate effective written communication through a synthesis and critique of ideas gathered from various sources to academic, professional, and lay audiences.	<ul style="list-style-type: none">• Court Report• Final Research Paper and Drafts• Clinical documentation• Peer review & critique of presentations

4. Demonstrate effective oral communication of ideas to academic, professional, and lay audiences.	<ul style="list-style-type: none"> • Oral Presentation of Grant Paper
5. Demonstrate effective and appropriate use of the literature by quoting, paraphrasing, summarizing, documenting and citing using the APA style format.	<ul style="list-style-type: none"> • Library Search & Citation Skills Assignment • Writing assignments

Required Textbooks

Healy, Karen and Mulholland, Joan (2007). *Writing Skills for Social Workers* (1st ed.). Sage Publications Inc. ISBN: 978-1-4129-2071-1

Grammar Website: <http://grammar.ccc.commnet.edu/grammar/index.htm>

Recommended Readings:

National Association of Social Workers. *Writing for the NASW Press*. Chapter 8: Tools for Authors. Download at: http://www.naswpress.org/resources/tools/01-write/guidelines_8.htm

Maimon, E.P., Peritz, J.H., & Yancey, K.B. (2007). *A writer's resource: A handbook for writing and research* (2nd ed.). New York: McGraw Hill. ISBN-13: 978-0-07-322850-1

ASSIGNMENTS: The following assignments will be completed for this course: **Total points possible = 100.**

1. **Baseline Testing: (not graded)**
In order to evaluate the effectiveness of this course, students are required to complete a baseline short essay which will not be graded. The test is used solely for the purposes of establishing a baseline and to evaluate effectiveness of teaching strategies. There will be a follow-up on the last day of class as well.
2. Observation, Listening, Reporting, Writing Skills: **Three one page writing observations. Observe two or more people interacting in a social or professional setting. At least one playground situation is recommended. Describe their behaviors, conversations, etc.** (2 points each). **(Total 6 points).**
3. **Paper - journal article review-** professional journal preferably from a journal used in social work – (3 pages). **(10 points).**
4. Library Search & Citation skills: **Annotated bibliography** of research articles, and specific websites (government, research institutes, and associations). Search must include articles that address issues of diversity **(5 points)**

5. **Two In-Class Quizzes – If you miss a quiz you will not be able to make it up. 4 points each. (Total = 8 points.)**
6. **Mid-Term (15 points)**
7. **Observation, Listening, Reporting, Writing Skills, and Clinical Documentation: **Court Report** 2 pages and supporting case notes (5 points)**
8. **Research paper (literature review – grant proposal):** research & review literature on a social problem & describe program development for a funder. This is a group project – groups can be 2 – 4 people. Graphic presentation of data is required. Paper should be 5-7 pages **(Final paper = 15 points).**
9. **A presentation of Paper and grant proposal using visual aids (10 points).**
10. **Resume writing** – Students will be asked to create a resume and will bring to class for a **Peer review and critique (in class). (10 points)**
11. **Class Participation (16 points). *Note: over two absences, excessive lateness, or leaving early without communication with the professor will reduce or eliminate points.**

All writing assignments should be handed in on time. Extensions must be obtained in advance to avoid point deductions. Email submissions accepted with prior notification to instructor.

COURSE EXPECTATIONS

Learning Experiences

This course will utilize lectures, class discussion on readings, group work, in-class exercises, and peer review as teaching/learning tools.

Professional Behavior

Students are reminded that the BASW is a professional degree and appropriate professional behavior, e.g., punctuality in attendance, and timeliness in completing assignments is expected. Timely communication with the instructor is also expected. All class time is valuable, and if a student needs to leave due to illness or emergency, I expect to be informed.

Class Participation & Attendance

Each student is expected to attend all classes and participate interactively, which, in turn, shows that assigned readings were read and understood. The student should be able to support opinions with data and/or logical arguments, share ideas and listen to the ideas of others, maintain focused

discussion and integrate class content with other courses in the major. Please note that you cannot participate in class if you are not in attendance.

Readings

Students are required to read all assigned material and should be prepared to discuss the reading material assigned for each class.

Academic Integrity Statement

Academic integrity is essential to the mission of San José State University. As such, students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources unless they are properly cited. Students are not permitted to use old tests, quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded. Violations to the Academic Integrity Policy undermine the educational process and will not be tolerated. It also demonstrates a lack of respect for oneself, fellow students and the course instructor and can ruin the university's reputation and the value of the degrees it offers. We all share the obligation to maintain an environment which practices academic integrity. Violators of the Academic Integrity Policy will be subject to failing this course and being reported to the Office of Student Conduct & Ethical Development for disciplinary action which could result in suspension or expulsion from San José State University. The policy on academic integrity can be found at: http://sa.sjsu.edu/judicial_affairs/index.html.

Campus policy in compliance with the Americans with Disabilities Act “If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with the DRC to establish a record of their disability.” Additional information on the Disability Resource Center can be found at: <http://www.drc.sjsu.edu/>.

APA Format Required

All take home assignments must be typed, double-spaced, paginated and properly documented with appropriate APA standards. All in-class assignments must be legible.

Incomplete Grade Request & Late Submission of Assignments: Incomplete grades will only be given for cases of documented illness, or personal/family crisis. All assignments are expected to be turned in on time. Failure to do so for any reason (except documented and reasonable extenuating circumstances) will result in a lowered grade. You are expected to communicate by email with the instructor if you have extenuating circumstances that require accommodation. No assignments will be accepted after two days past the original deadline.

Cheating on a quiz will result in an F on the quiz, and the student will be referred to the appropriate office that deals with academic integrity. *It is not permissible to turn in an assignment for this course that is also (or has been) submitted for a grade in another class.*

Grading System:

Grades are calculated based upon the scale below:

98-100	A+	87-89	B+	77-79	C+	67-69	D+	59 or less	F
93-97	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

COURSE OUTLINE, READINGS, AND ASSIGNMENTS (This is a general plan. Deviations may be necessary.)

Week	Topic	Reading	Assignment
1. 8/30	Introduction to course.		<ul style="list-style-type: none">• Introductions• In-Class Baseline Essay• Small group discussion about Paper 1
2. 9/6	<ul style="list-style-type: none">• Written communication	Text Chapter 1and Chapter 2	<ul style="list-style-type: none">• Discussion of reading
3. 9/13	<ul style="list-style-type: none">• Library Research		<ul style="list-style-type: none">• Trip to Library• DUE: Observation paper #1
4. 9/20	<ul style="list-style-type: none">• Emails, Letters, and Newsletters	Text Chapter 3	<ul style="list-style-type: none">• DUE: Annotated bibliography
5. 9/27	<ul style="list-style-type: none">• Writing case records	Text Chapter 4	<ul style="list-style-type: none">• DUE: Group member identification and topic proposal due
6. 10/4	<ul style="list-style-type: none">• Writing case records continued		<ul style="list-style-type: none">• DUE: Observation paper #2

Week	Topic	Reading	Assignment
7. 10/11	<ul style="list-style-type: none"> • Role of Social Workers and records in Court 		<ul style="list-style-type: none"> • Midterm
8. 10/18	<ul style="list-style-type: none"> • Report writing 	Text Chapter 5	
9. 10/25	<ul style="list-style-type: none"> • Writing a literature review 	Text Chapter 6	<ul style="list-style-type: none"> • DUE: Court report writing and case notes assignment
10. 11/1	<ul style="list-style-type: none"> • Writing journal articles and conference papers 	Text Chapter 7	
11. 11/8	<ul style="list-style-type: none"> • Writing grant proposals 	Text Chapter 8	<ul style="list-style-type: none"> • DUE: Journal article review
12. 11/15	<ul style="list-style-type: none"> • Writing Policy Proposals 	Text Chapter 9	
13. 11/22	<ul style="list-style-type: none"> • Resume writing and interviewing • Curriculum vitae 		<ul style="list-style-type: none"> • DUE: Observation paper #3
14. 11/29	<ul style="list-style-type: none"> • Summary of class topics 		<ul style="list-style-type: none"> • DUE: Resume • Peer Review of Resume
15. 12/6	<ul style="list-style-type: none"> • Class Presentations & Panel 		<ul style="list-style-type: none"> • DUE: Grant presentations
16. 12/13	<ul style="list-style-type: none"> • Class Presentations & Panel 		<ul style="list-style-type: none"> • DUE: Final Research paper and Grant Project • End of Course Quiz