

San José State University
School Of Social Work
SCWK 100W Writing Workshop
26973 Section 01
Spring 2012

Instructor:	Jennifer Hubbs
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Office Hours:	By appointment
Class Days/Time:	Tuesday 6-8:45 pm
Classroom:	Macquarrie Hall 322
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.
GE/SJSU Studies Category:	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.”

Faculty Web Page and MYSJSU Messaging

Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on my faculty web page at <http://www.sjsu.edu/people/jennifer.hubbs> or accessible through the Quick Links>Faculty Web Page links on the SJSU home page. You are responsible for regularly checking with the messaging system through MySJSU (or other communication system as indicated by the instructor).

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.

Course Goals and Student Learning Objectives

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 Texts/Readings

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

Library Liaison (Optional)

(Insert the name, email address, and other relevant information of your liaison for students with library research questions here.)

Classroom Protocol

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.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/) web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Assignments and Grading Policy

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 quiz 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 two - three page writing observations double spaced. Observe two or more people interacting in a social or professional setting. At least one playground situation is recommended. Describe their behaviors, conversations, etc.** (3 points each). **(Total 9 points).**
3. **Paper - journal article review-** Review one professional journal article from a journal used in social work practice. (3 pages double space). **(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. Minimum of 5 sources. **(5 points)**
5. **Two In-Class Quizzes – If you miss a quiz you will not be able to make it up. 3 points each. (Total = 6 points.)**
6. **Mid-Term (15 points)**

7. Observation, Listening, Reporting, Writing Skills, and Clinical Documentation: **Court Report.** Prepare a report that can be submitted to Court. Minimum of 2 pages (**5 points**)
8. **Research paper (literature review – grant proposal):** research & review literature on a social problem and then develop a program as if competing for a grant. The paper will cover the research and the grant proposal. This is a group project – groups can be 2 – 4 people. Graphic presentation of data is required. Paper should be 7-10 pages (**Final paper = 15 points**).
9. **A presentation of the paper and grant proposal** using visual aids (**10 points**).
10. **Résumé writing** – Students will be asked to create a résumé and will bring it to class for a peer review and critique (in class). (**10 points**)
11. **Class Participation (15 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. All formal papers expected to be double spaced and APA format. Observations and résumé do not have to be APA.

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-		

University Policies

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For

this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make 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 requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. The Center's tutors are trained and nationally certified by the College Reading and Learning Association (CRLA). They provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group, individual, and drop-in tutoring are available. Please visit [the LARC website](http://www.sjsu.edu/larc/) for more information at <http://www.sjsu.edu/larc/>.

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The [Writing Center website](http://www.sjsu.edu/writingcenter/about/staff/) is located at <http://www.sjsu.edu/writingcenter/about/staff/>.

Peer Mentor Center

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering “roadside assistance” to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop –in basis, no reservation required. The [Peer Mentor Center website](http://www.sjsu.edu/muse/peermentor/) is located at <http://www.sjsu.edu/muse/peermentor/>

Course Number / Title, Semester, Course Schedule

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

Week	Topic	Reading	Assignment
1. 1/31	Introduction to course		<ul style="list-style-type: none"> • Introductions • In-Class Baseline quiz • Small group discussion about Paper 1
2. 2/7	<ul style="list-style-type: none"> • Written communication and language • Grammar review 	Text Chapter 1 and Chapter 2	<ul style="list-style-type: none"> • Discussion of reading
3. 2/14	<ul style="list-style-type: none"> • Emails, Letters, and Newsletters 	Text Chapter 3	<ul style="list-style-type: none"> • DUE: Observation paper #1
4. 2/21	<ul style="list-style-type: none"> • Library trip lecture MLK Library room 217 		<ul style="list-style-type: none"> • Trip to Library
5. 2/28	<ul style="list-style-type: none"> • Writing case records 	Text Chapter 4	<ul style="list-style-type: none"> • DUE: Annotated bibliography
6. 3/6	<ul style="list-style-type: none"> • Writing case records continued 		<ul style="list-style-type: none"> • DUE: Observation paper #2 • DUE: Group member identification and topic proposal due

Week Date	Topic	Reading	Assignment
7. 3/13	Midterm		• Midterm
8. 3/20	<ul style="list-style-type: none"> • Report writing • Role of Social Workers and records in Court 	Text Chapter 5	
9. 3/27	Spring Break	Spring Break	Spring Break
10. 4/3	<ul style="list-style-type: none"> • Writing a literature review 	Text Chapter 6	• DUE: Court report writing assignment
11. 4/10	<ul style="list-style-type: none"> • Writing journal articles and conference papers 	Text Chapter 7	
12. 4/17	<ul style="list-style-type: none"> • Writing grant proposals 	Text Chapter 8	• DUE: Journal article review
13. 4/24	<ul style="list-style-type: none"> • Resume writing • Curriculum vitae 		• DUE: Observation paper #3
14. 5/1	<ul style="list-style-type: none"> • Summary of class topics 		<ul style="list-style-type: none"> • DUE: Résumé • Peer Review of Résumé
15. 5/8	<ul style="list-style-type: none"> • Class Presentations & Panel 		• DUE: Final Research paper and Grant Project
16. 5/15	<ul style="list-style-type: none"> • Class Presentations & Panel 		• End of Course Quiz