



School of Social Work

SWK 370: WRITING AND TECHNOLOGY SKILLS IN SOCIAL WORK

SCHEDULE

Tuesdays & Thursdays 1:00 pm- 2:15 pm HEN 304

According to State of Texas HB 2504, this course syllabus must be submitted for review prior to the course's scheduled start date. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submission for publication and the first day of class. Furthermore, the instructor has the right to modify the syllabus as any time during the course provided (1) such changes do not increase expectations or requirements beyond a reasonable equivalent and (2) students must be given ample notice of any changes

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Office Location	Henderson 323C
Office Hours	Tuesdays 9:45-11:00 am & 2:15-3:15 pm Thursdays 9:45-11:00 am & 2:15-4:45 pm
Contact Information	Marcella.smith@tamuc.edu or 903-468-8727

Overview of Course

COURSE DESCRIPTION:

This course will provide the students with a generalist approach to theories, concepts and skills required to develop a methodology for writing and using technology in case management and social work practice in ever changing systems. A continuum of support systems and agency resources will be explored to allow the student to gain insight into the needs of agencies as practice based settings. The students will explore

statistical basics, interdisciplinary collaborations and ethical dilemmas, as well as think critically about an array of political, social, institutional and personal issues affecting practice. These issues will be used to develop writing and technology skills that impact the student, employees and clients of Social Service Agencies.

COURSE OBJECTIVE(S):

While this course is an **overview and assessment** of the writing and research methods used by Social Workers, it will build a base for the practical application of the software packages most frequently used in social services agencies. The understanding of research methods and how they are used in developing practice, ethical and practical issues, data collection and preparation, analytical techniques, and introduction to the computer and computer software, and evaluation research are some of the topics to be covered.

This course is intended to introduce the student to the field of quantitative data analysis using appropriate descriptive and inferential statistical techniques and writing in the style of the American Psychological Association (APA). The course focuses on types of data that are found in contemporary Social Work research and practice.

Overcome the “fear of writing” many students have by gaining an understanding and appreciation of basic logical deductive principles involved in the analysis of content.

1. Know the information sources available in the library and other sources.
2. Understand and use the library to obtain information from various sources.
3. Develop an understanding of writing an academic paper using the writing style specified by the Publication Manual of the American Psychological Association.
4. Develop and complete narrative/writing that is fact based and rich with assessment based on clients strengths and needs.
5. Identify and apply social work values and professionalism.

RELATIONSHIP TO OTHER COURSES:

This course provides a foundation for writing competency needed in all other social coursework.

PROGRAM GOALS:

1. Prepare students for competent and effective generalist social work practice with diverse client systems.
2. Provide students with a foundation of knowledge for professional development, graduate education and lifelong learning
3. Develop student capability to improve human service delivery systems and promote social justice
4. Socialize student to the profession of social work

CORE COMPETENCIES

Council on Social Work Education (CSWE) requires a competency-based approach to identify and assess what students demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy. Students to achieve programmatic goals listed above through demonstration the following nine competencies for generalist- level practice.

Competency 2.1.1 Identify as a professional social worker and conduct oneself accordingly

Competency 2.1.2 Apply social work ethical principles to guide professional practice

Competency 2.1.3 Apply Critical thinking to inform and communicate professional judgments

Competency 2.1.4 Engage diversity and difference in practice

Competency 2.1.5 Advance human rights and social and economic justice

Competency 2.1.6 Engage in research-informed practice and practice-informed research

Competency 2.1.7 Apply knowledge of human behavior and the social environment

Competency 2.1.8 Engage in policy practice to advance well-being and deliver services

Competency 2.1.9 Respond to contexts that shape practice

Competency 2.1.10 (a)-(d) Engages, assesses, intervenes and evaluates individual, families, groups, organizations, and communities

Practice Behaviors

Each competency (outlined above) describes the knowledge, values, skills and cognitive and affective processes that comprise the competency at the generalist level of practice. While content and activities of each course in the BSW curriculum covertly or overtly addresses each of the nine competencies, integrated into each course is a set of behaviors (practice behaviors) representing observable components of one or more competencies. Content and assessment in this course reflects the following practice behaviors:

2.1.3.3 Demonstrates effective oral communication in working with individuals, families, groups, organizations, communities, and colleagues

2.1.3.4 Demonstrate effective written communication in working with individuals, families, groups, organizations, communities and colleagues

Course Structure

Texts and Associated Materials

Required Texts:

Young, D. (2014). *The writer's handbook: A guide for social workers*. Writer's Toolkit Publishing LLC, Ogden Dunes, IN.

Publication manual of the American psychological association (6th edition) (2010)
Washington, DC. American Psychological Association.

Forni, P. M., (2002). *Choosing civility: The twenty-five rules of considerate conduct*. St. Martin's Press, New York, NY.

Additional Readings Suggested:

Other outside readings will be assigned throughout the course.

Overview of Course Assignments

Weekly Writing Assignments: 75 points possible

Completion of an assigned writing activity in class constitutes this portion of students' grade. Writing assignments include completing one to two paragraphs at the beginning of class on a topic assigned by the instructor. Use of correct grammar, spelling, punctuation, sentence structure and non-bias language will determine awarding of points.

Each writing assignment will be worth up to 5 points each for a total of 75 points over the course of the semester. The following grading rubric outlines the earning of points for this assignment.

Errors	Points
0	5
1-3	4
4-6	3
7-10	2
11 -13	1
Greater than 13	0

Civility Project: 100 points

Students will be assigned reading and writing assignments from a common course text (Choosing Civility). These assignments will be posted to E-College and participation is MANDATORY each week to earn points.

Students will post based on the assigned readings and respond to a minimum of two classmates each week an assignment is made (per schedule below). Your initial post must be a true discussion of your understanding of the topic and must be between 8-10 sentences. The comments to each of your TWO peers must be between 3-5 sentences and must add to the discussion.

Requirements for posting online in the Civility Project

- Discussion topic will be posted by the instructor each Monday by 8:00 a.m.
- You must post your initial response to the instructor's post by Wednesday at

11:59 p.m.

- You must post a response to two peers by Friday at 11:59 p.m.

There are eCollege discussions over the course of the semester each worth up to 10 points (total of 100 points). To obtain full points you must post your responses within the timeframe presented above, use proper grammar, spelling and a professional “voice” in your writing.

No points will be awarded if posting deadlines are missed.

Points will be deducted for grammatical errors, misspelled words, poor sentence structure, bias language and use of “slang or informal language”.

Suggestion: Type your response using a word document to edit for grammar and spelling, prior to entering it into the discussion section.

Essay/Paper: 200 points

Students will write a paper focused on a vulnerable and/or oppressed population they are least comfortable working with. Students will also be required to interview someone from the population or a professional who advocates for or works with that population.

The paper must include at least five (5) references (to include one book; one journal article from a peer-reviewed journal; one contemporary magazine; and one web-based reference and reference for personal interview).

The paper must be 3 to 4 typed pages in length (this does not include the cover page or reference page(s)). The paper will follow the format of an Introduction, Body of the Paper and a Conclusion (no abstract required).

This is an academic paper and the expectation is it will be completed as such. The paper must follow **APA style** according to *The American Psychological Association Manual (6th edition)*. You should use correct sentence structure and be sure the paper is free of grammatical errors, misspellings, bias and/or slang/ and/or informal language.

Grading Scale

90-100% of points = A

80-89% of points = B

70-79% of points = C

60-69% of points = D

Below 60% = F

Policy on Due Date

All assignments must be turned in on the scheduled due date. **Late papers will NOT be accepted** except in extreme circumstances and **on a case-by-case basis with prior permission from instructor, preferably ahead of the due date, and will receive a ten (10)-point deduction per calendar day.** Late papers will be given an automatic grade of zero (0) for that assignment. Students are encouraged to plan ahead and duplicate all work onto an alternative electronic device to avoid technological problems or loss of information. Electronic copies enable students to access their assignments on one of the campus computers should their personal computer become inoperable.

ALL written assignments will be submitted in the correct drop box, online in eCollege by the due date and time. **DO NOT** email an assignment to me. In the hordes of email I receive daily, many get lost. It is your responsibility to know how and if your computer software is compatible with eCollege for uploading assignments.

Student Rights and Responsibilities

"Civility in face-to-face classrooms, online courses and in labs, internships, practicum and all other academic settings necessitate respect for the opinions of others and is very important in all academic settings. It is likely you may not agree with everything that happens or discussed in the academic setting; however, courteous behavior and responses are expected. To create a civil and preserve learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum" (Student Guide Book, p 35). To create an optimum learning environment, students have rights and responsibilities.

Student Rights

As set forth in Texas A&M University System Policy 13.02

The rights of students are to be respected. These rights include respect for personal feelings; freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules of the system academic institutions, and conditions allowing them to make the best use of their time and talents toward the objectives, which brought them to the system academic institutions. No officer [university faculty, employee] or student, regardless of position in rank, shall violate those rights, any custom, tradition or rule.

Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Lbaray - Room 132
Phone (903)886-5150 or (903) 886-5853
Fax 9903) 468-8148
StudentDisabilityServices@tamuc.edu

Students Responsibilities

Class Attendance and Participation Policy

- Class participation has three components: (1) appropriate interactions with classmates; (2) active involvement in class activities and (3) attentiveness
- Students will attend class, reflecting responsibility, inherent in the development as a social work professional. Being on time and prepared when class begins and remaining present throughout the entire class meeting demonstrates emerging professional behavior expected in social work graduates. Roll is taken in each class to document students' attendance.
- Classroom exercises, discussions, role-plays, guest speakers and other in-class experimental exercises are essential for a student's professional learning and continued development of self-awareness. Tardiness (or early departure) of more than 15 minutes will count as one-half absence and two (2) times being late to class or two (2) early departures culminating into one absence.
- A student is absent if he/she arrives more than 30 minutes late to class, leaves 30 minutes early or does not come to class.
- The following penalties for absences (unexcused, or excused, according to university policy) will be administered:

<u>Weekly</u> <u>(class meets</u> <u>1X week)</u>	<u>Up to 2</u> <u>absences: No</u> <u>Penalty</u>	<u>3 absences: 1</u> <u>letter grade</u> <u>drop</u>	<u>4 absences: Class grade of</u> <u>"F"</u>	
<i>Bi-Weekly</i> <i>(class meets</i> <i>2X week)</i>	<i>Up to 3</i> <i>absences: No</i> <i>Penalty</i>	<i>4 absences: 1</i> <i>Letter grade</i> <i>drop</i>	<i>5 absences:</i> <i>1 Letter</i> <i>grade drop</i>	<i>6 absences:</i> <i>Class grade</i> <i>of "F"</i>
<i>Summer 10-week</i>	<i>Up to 1</i> <i>absence: No</i> <i>Penalty</i>	<i>2 Absences: 1</i> <i>Letter grade</i> <i>drop</i>	<i>3 absences: Class grade of</i> <i>"F"</i>	

Online, Blended and Web Enhanced Classes: Just as students are required to attend face-to-face classes, students are required to log in and participate in online venues. To receive credit for attendance online via eCollege, students must log in and complete assignments as required in the course. Not logging onto eCollege (monitored by the instructor) and completing assignments online during the required time is the equivalent of an absence for each week this occurs.

Final Evaluation and Grade Depends on both Classroom attendance and Participation

Inadequate participation or lack of required time commitment in each class significantly affects students' grades. No matter the course venue, students must engage in a comparable amount of time. Expectations of both Face-to-Face classes and those with Online components include time spent reading and studying course material.

Student Conduct

Students preparing to become professional social workers must adhere to the *University Code of Conduct, Department Code of Conduct and National Association of Social Workers' (NASW) Code of Ethics*.

University Code of Conduct located in the *Student Guide Book* at

<http://www.tamuc.edu/campuslife/documents/studentGuidebook.pdf> (pp 34- 66). On the University Website under Campus Life Documents

To become aware of University policies related to student academic and behavioral expectations for students refer to the Guidebook.

Department Code of Conduct

"Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/lab/internship practicum or to block access to online courses and may refer offenses to the [Academic and Professional Issues Committee (API)] or to the Department Head. More serious offenses by be referred to the University Police Department and/or the Judicial Affairs Office for disciplinary action" (Student Guidebook p 35)

Social Work students conduct themselves in an ethical and professional manner. Closely linked with professional recognition is the social worker's compliance with the profession's ethical standards. It is imperative for professional social workers to be competent and ethical in practice if the profession is to maintain the public trust. It is essential that each social work student gain a thorough understanding of the ethical principles that guide practice and actively demonstrate in behavior, both in and out of the classroom. Student conduct is to reflect the tenets of *NASW Code of Ethics* (located at <https://www.socialworkers.org/pubs/code/code.asp>) on the NASW website: <https://www.socialworkers.org>

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Plagiarism and Academic Dishonesty

There is an expectation of maintaining high standards of integrity and honesty by all Social Work Graduate students at Texas A&M University-Commerce. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is academic dishonesty.

The School of Social Work follows University Procedure 13.99.99.R0.03 Undergraduate Academic Dishonesty

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students are expected to read and understand the University's Academic Dishonesty Policy

The Office of the Provost documents and maintains a record of all incidents of academic dishonesty. Multiple incidents of academic dishonesty will result in a student's dismissal from the program and from the University.

A student how fails to meet the professional expectation of the field of Social Work may be suspended from further study by the School of Social Work.

Technology Mediate Resources

NOTE: PROBLEMS WITH YOUR INTERNET CONNECTION AND/OR COMPUTER ARE NOT REASONS FOR LACK OF PARTICIPATION. You have access to the

university's computer labs (in the social work department AND other campus facilities, including the library) as well as local libraries and other access to computers and ISPs

If you believe, you are unable to fulfill the requirements for the course you should talk with your instructor about the possibility of dropping or withdrawing.

Many courses utilized the learning management system to deliver course content.

Below is information and resources for eCollege

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
- 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check
http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - Adobe Reader <https://get.adobe.com/reader/>
 - Adobe Flash Player (version 17 or later)
<https://get.adobe.com/flashplayer/>
 - Adobe Shockwave Player <https://get.adobe.com/shockwave/>
 - Apple Quick Time <http://www.apple.com/quicktime/download/>

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.

<http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- Chat Support: Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- Phone: 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the

requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk. You strongly are encouraged to check for your internet browser compatibility BEFORE the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access

information at myLeo. <https://leo.tamuc.edu>

Learner Support

The One Stop Shop was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>


The Academic Success Center provides academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsp.hone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

Course Schedule

SWK 370: Writing and Technology Skills in Social Work

Week	Date(s)	Topic	Reading Assignment	Assignment(s)
Writing Skills - Why Important?				
1	08/30	Introductions		Review Syllabus & Course Expectations
	09/01	Academic and Professional Writing	Chapter 1: Academic Writing	Bring APA Manual to Class
Basic Nuts and Bolts of Writing: Review of English 101				
2	09/06	Overview of APA Format	Chapter 6: APA Citation Style	<ul style="list-style-type: none"> In class writing assignment: Current Event (10 mins) Complete the scavenger Hunt for eCollege by 09/05@ 11:59 p.m.
	09/08	Sentence Structure	Chapter 8: Dynamic Sentences	
3	09/13	BSW Assembly		<ul style="list-style-type: none"> Civility Project begins see posting schedule
	09/15	Review of online Library		<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins)
4	09/20	Grammar	Chapter 12: Verbs Chapter 13: Pronouns Chapter 14: Modifiers	<ul style="list-style-type: none"> In class writing assignment: Current Event (10 mins) Civility Project continues see posting schedule
	09/22	Grammar continued		
5	09/27	Using Punctuation	Chapter 10: Comma Rules	<ul style="list-style-type: none"> In class writing

			Chapter 11: Semicolon Rules	assignment: Current Event (10 mins) <ul style="list-style-type: none"> • Civility Project continues see posting schedule
	09/29	Using Punctuation continued		
6				
6	10/04	More Mechanics	Chapter 19: Word Usage Chapter 20: Colons, Ellipses and Dashes	<ul style="list-style-type: none"> • In class writing assignment: Current Event (10 mins) • Civility Project continues see posting schedule
	10/06	Writing Mechanics Continued	Chapter 21: Capitalization and Number Usage Chapter 22: Quotation Marks, Hyphens, and Apostrophes	
7				
7	10/11	Recognizing and Eliminating Bias language	APA Manual:	<ul style="list-style-type: none"> • In Class writing assignment: Current Event (10 mins) • Civility Project continues see posting schedule
	10/13			
Academic to Professional Writing				
8	10/18	Developing an Outline to work from	Chapter 5: Critical Thinking and Reflective Practice	<ul style="list-style-type: none"> • In Class writing assignment: Current Event (10 mins) • Civility Project continues see posting schedule
	10/20		Chapter 4: Literature Review	

9	10/25	Professional Writing	Chapter 2: Documentation and Forms	<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins) Civility Project continues see posting schedule
	10/27	Email Etiquette		
Advanced Writing Skills				
10	11/01	The Process of Writing	Chapter 7: Writing as a Process	<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins) Civility Project continues see posting schedule
	11/03	Less is More	Chapter 17: Conciseness	
11	11/08	Active Voice	Chapter 15: Active Voice	<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins) Civility Project continues see posting schedule
	11/10	Transforming choppy and disjointed writing	Chapter 16: Parallel Structure	
Formatting (Techniques in Microsoft Word)				
12	11/15	Formatting in Microsoft Word	Chapter 18: Formatting	<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins) Civility Project continues see posting schedule
	11/17	Formatting in Microsoft Word	Handouts Provided	

13	11/22	Formatting in Microsoft Word	Handouts Provided	<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins)
	11/24	Thanksgiving Holiday		
14	11/29	Topic Grab Bag	<i>Review topics of student's choice – areas identified by instructor for further instruction</i>	<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins)
	12/01	Topic Grab Bag	<i>Review topics of student's choice – areas identified by instructor for further instruction</i>	
15	12/06	TBD		<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins) Paper Due
	12/08	TBD		<ul style="list-style-type: none"> In Class writing assignment: Current Event (10 mins) Post-Test Wrap-up
16	12/13		Finals Week	
	12/15		Finals Week	

Civility Project eCollege Posting Schedule

Students will be assigned reading and writing assignments from a common course text (Choosing Civility). These assignments will be posted to E-College and participation is MANDATORY each week to earn points.

Students will post based on the assigned readings and respond to a minimum of two classmates each week an assignment is made (per schedule below). Your initial post must be a true discussion of your understanding of the topic and must be between 8-10 sentences. The comments to each of your TWO peers must be between 3-5 sentences and must add to the discussion.

Requirements for posting online in the Civility Project

- The instructor will post discussion topic each Monday by 8:00 a.m.

- You must post your initial response to the instructor’s post by Wednesday at 11:59 p.m.
- You must post a response to two peers between Thursday and Friday at 11:59 p.m. (Do not post a response to a peer before Thursday of the assigned week)

*See syllabus – Overview of Course Assignments – for further details related to these assignments

Date	Civility Assignment	Initial Posting Due: Time/Date	Response Posting to peers Due: Time/Date
09/12	1	09/14 @ 11:59 p.m.	Post response to two peers between 09/15 and 09/16 @ 11:59 p.m. (Do not post before 09/15)
09/19	2	09/21 @ 11:59 p.m.	Post response to two peers between 09/22 and 09/23 @ 11:59 p.m. (Do not post before 09/22)
09/26	3	09/28 @ 11:59 p.m.	Post response to two peers between 09/29 and 09/30 @ 11:59 p.m. (Do not post before 09/29)
10/03	4	10/05 @ 11:59 p.m.	Post response to two peers between 10/06 and 10/07 @ 11:59 p.m. (Do not post before 10/06)
10/10	5	10/12 @ 11:59 p.m.	Post response to two peers between 10/13 and 10/14 @ 11:59 p.m. (Do not post before 10/13)
10/17	6	10/19 @ 11:59 p.m.	Post Response to two peers between 10/20 and 10/21 @ 11:59 p.m. (Do not post before 10/19)
10/24	7	10/26 @ 11:59 p.m.	Post response to two peers between 10/27 and 10/28 @ 11:59 p.m. (Do not post before 10/27)
10/31	8	11/02 @ 11:59 p.m.	Post response to two peers between 11/03 and 11/04 @ 11:59 p.m. (Do

			not post before 11/03)
11/07	9	11/09 @ 11:59 p.m.	Post response to two peers between 11/10 and 11/11 @ 11:59 p.m. (Do not post before 11/10)
11/14	10	11/16@ 11:59 p.m.	Post response to two peers between 11/17 and 11:18@ 11:59 p.m. (Do not post before 11/17)