



LEWIS & CLARK COLLEGE
GRADUATE SCHOOL OF EDUCATION AND COUNSELING
COURSE TITLE CPSY 590 BUILDING ACADEMIC WRITING SKILLS
SPRING 2020

When: 3/14 9-5:30, 4/4 9-5:30 - Weekend class (elective)

Where: York, room 107

Instructor: Erin Headley LPC, ATR-BC

Office Hours: By appointment

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CATALOG DESCRIPTION

This 15-hour workshop will cover common mistakes made in academic writing along with practice in using the style delineated in the Publication Manual of the American Psychological Association (APA style, 7th ed.). Attention will be paid to clarity and conciseness of writing including the use of headings for organization; accepted grammar, punctuation, and stylistic mechanics; appropriate linguistic usage; and proper construction of tables. Further, avoiding biased language and content and the overall ethics of academic writing will be reviewed.

COURSE DESCRIPTION

Participants will learn effective strategies for success in writing, with an emphasis on building knowledge of APA style. Skill-building creative exercises will build confidence, demystify the writing process, and help students understand common writing errors.

A note about the experiential component:

It is neither the intention of the instructor nor the purpose of the class to elicit private material from students. The experience of participating in classes occasionally evokes strong emotions. The instructor wishes all participants to feel safe, and urges students to engage in class experiences and discussions at their own, and their classmates' level of comfort. Students who choose for personal reasons not to participate in a section of the class may complete an alternative assignment.

OBJECTIVES

1. List commonly made mistakes in writing;
2. Demonstrate how to correct these mistakes;
3. Use the APA publication manual to apply APA style;
4. Construct headings to improve organization;
5. Eliminate unnecessary words & phrases in academic writing;
6. Refer to texts to check & correct grammar, linguistic usage, & stylistic mechanics;
7. Avoid biased content & language;
8. Discuss ethical aspects of academic & professional writing.

NON-DISCRIMINATION POLICY/SPECIAL ASSISTANCE

Lewis & Clark College adheres to a nondiscriminatory policy with respect to employment, enrollment, and program. The College does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.

SPECIAL NEEDS/ ACCOMMODATIONS

If you have a disability that may impact your academic performance, you may request accommodations by submitting documentation to the Student Support Services Office. After you have submitted documentation and filled out paperwork there for the current semester requesting accommodations, staff in that office will notify me of the accommodations for which you are eligible.

TEACHING METHODS

A variety of teaching methods will be used during this course in order to achieve the above objectives. Among those methods will be assigned readings, class discussions, experiential activities, and lectures.

REQUIRED TEXT:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

OPTIONAL TEXT:

Booth, W., Colomb, G., & Williams, J. (2008). *The craft of research* (3rd ed.). The University of Chicago Press.

CPSY DEPARTMENTAL ATTENDANCE POLICY

Class attendance is expected and required. Any missed class time will be made up by completing extra assignments designed by the instructor. Missing more than ten percent of

class time may result in failure to complete the class. This would be 4.5 hours of a 45 hour class (3 credits), 3.0 hours for a 30 hour class (2 credits) or 1.5 hours for a 15 hour class (1 credit.) In case of extreme hardship and also at the discretion of the instructor, a grade of incomplete may be given for an assignment or the entire course. In such cases, the work to be submitted in order to remove the incomplete must be documented appropriately and stated deadlines met. Students are expected to be on time to class and tardiness may be seen as an absence that requires make-up work.

DISCLOSURE OF PERSONAL INFORMATION

The Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) requires the program to have “established policies for informing applicants and students regarding disclosure of their personal information” (COAMFTE Standard 140.02, 2003). Each student should decide for him/herself what information to disclose. Students are advised to be prudent when making self disclosures. The program cannot guarantee confidentiality of student disclosures given the group environment, although personal comments should be considered private and confidential – and remain only in the classroom – unless an exception to confidentiality applies.

CELL PHONES

Cell phones must be silenced and text messaging is not allowed during class time. If there is an emergency you may exit the class to use your cell.

CLASS PREPARATION

You must be prepared for class by bringing the APA Manual and a paper you would like to work on(may be an assignment for another class).

ASSIGNMENTS AND COURSE REQUIREMENTS

- 1. Attendance and participation in all classes (50 points)**
 - a. Attending all classes and being on time.*
 - b. Giving attention to the instructor and/or other students when they are making a presentation.*
 - c. Demonstrating ability to recognize and use subtle non-verbal communication cues to assess your impact on your peers and participate in class.*
 - d. Demonstrating ability to be open about discussing the impact of your comments on your peers.*
 - e. Coming to class prepared (having read the assignment for the day and watched any assigned videos)*
 - f. Contributing to in-class discussion based on the topics of discusses and the readings assigned. Contributions may include how you feel about the material but merely articulating your feelings is not sufficient. You are expected to put those feelings in context of your thoughts and analysis of*

the material.

- g. Engaging in group discussions with attention and energy.*
- h. Asking questions of the instructor and/or other students regarding the material examined in that class.*
- i. Providing examples to support or challenge the issues talked about in class.*
- j. Dealing with other students and/or the instructor in a respectful fashion.*
- k. Listening actively. Students will be asked questions related to the course's readings randomly in class by other students and by the instructor. Your participation in small group discussions is also required.*
- l. Adhering to all Professional Qualities. The form for evaluating Professional Qualities requirements will be distributed in class.*
- m. Making comments or giving observations about topics in the course, especially those that tie in the classroom material to "real world" problems, or try to integrate the content of the course.*

EVALUATION AND GRADING

Because of the skill development nature of this course, it is required that students complete ALL assignments to pass this class.

DETAILS OF COURSE REQUIREMENTS

Participation: Regular attendance and active involvement in class exercises is required.

Reference list: 10-item reference list in APA style.

Please note that the reference list must contain at least one of each of the following types of reference entries:

online journal article with DOI,
online journal article without DOI,
book by one or more authors,
book chapter in edited book,
conference presentation

Reference lists are due by end of class April 4th.

Students will choose one of the following assignments:

Writing Center Assignment: Students will utilize the Lewis and Clark writing center at least once between the 3/14 and 4/4 classes to develop understanding of strengths and weaknesses as a writer and to receive feedback on a current paper. Students can sign up for a time during class on 3/14 (appointments can be made using this link: https://college.lclark.edu/academics/support/writing_center/about_writing_conferences/). The Center is located on the main floor of Watzek Library, to the right of the reference desk and

behind the reference book stacks. Offices are against the west wall. Students will identify goals in class on 3/14 to maximize use of their session at the writing center. Must provide proof of attendance to receive a grade.

OR

Revised Paper: Students will use a paper they are currently writing or choose a past paper to revise over the course of several weeks. Students will work in small groups, use writing center, and/or work individually to improve quality of writing, reduce biased language, use appropriate headings, improve clarity, and demonstrate correct use of APA style. Please use red font and track changes to delineate changes/corrections you made to compare first draft/original paper to the revised version. Paper will be submitted by the end of class on April 4th.

| Assignment | Point Value |
|--|-------------|
| Attendance and Participation | 50 |
| Writing Center Assignment OR Revised Paper | 25 |
| Reference List | 25 |
| Total Points in the Course: | |
| | 100 |

FINAL GRADING

| | | |
|-------------|-------------|-------------|
| A = 94-100% | B = 83-87% | C = 73-77% |
| A- = 90-93% | B- = 80-82% | C- = 70-72% |
| B+ = 88-89% | C+ = 78-79% | |

NOTE: All assignments must be turned in by the end of class on the day they are due. Five points will be deducted for each day an assignment is late unless discussed with instructor.

COURSE OUTLINE

| Class Date | Topic | Readings & Assignments Due |
|------------|--|----------------------------|
| 3/14-AM | Student goals, art experiential, APA presentation | |
| 3/14-PM | Workshop papers in small groups, sign up for writing center/write goals, discuss reference list assignment | |
| 4/4 -AM | Discuss use of writing center, workshop papers again small groups | |
| 4/4-PM | APA quiz, further information on topics identified by students, TED talk, art experiential, review student goals | |