Heritage University

ENG 350 Writing in the Social Sciences (3 credits)
Spring 2021 / Online / Asynchronous

Instructor: L. Ann Thompson-Kendall
Office Hours: Thursdays (occasional Saturdays), 4:30 - 6:30 pm
Email: xxx
Office: Virtual via Zoom
Cell: xxx

Course Description

Techniques of collecting, analyzing, organizing information for writing in the social sciences including case notes and writing reports for agencies and court hearings. Expository writing skills necessary for accurately reporting information. Practice in writing typical of that required in social science disciplines. Offered Fall, Spring, and Summer semesters. Prerequisite(s):ENG 102.

Learner Outcomes, Heritage Outcomes, Performance Indicators, and Assessment Methods/Codes

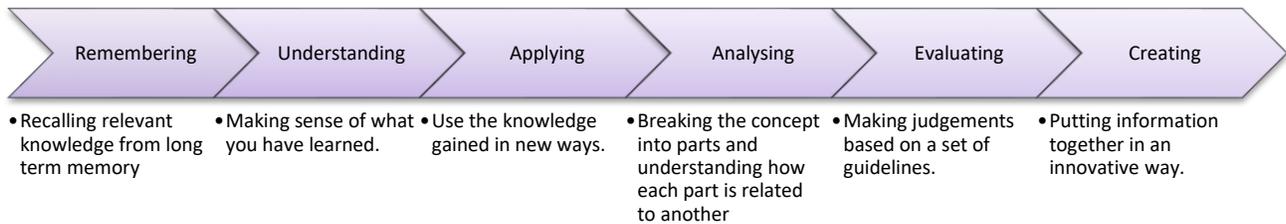| COURSE-SPECIFIC LEARNER OUTCOMES (KNOWLEDGE & SKILLS)	*PROGRAM or GUCR LEARNING OUTCOMES: ALIGNMENT CODES	PERFORMANCE INDICATORS (EVIDENCE: Products and Performance; Higher levels of Bloom's Taxonomy)	**ASSESSMENT METHODS/CODES
Students will write and edit case notes, and professional style letters	2, 4	Analyze and synthesize to utilize APA format	E, SRF, P
Students will learn research and report writing skills applicable to a professional social work environment	1, 2, 4	Analysis, synthesis, evaluation	E, P, PC
Students will learn grant writing basics in preparation for work in the social work field	2, 4	Analyze complex idea, synthesize into understandable information	E, P
Students will debate social policy as it relates to social work	1, 2, 3, 4	Analyze and present	E, SRF, PC, P

Students will share ideas and offer feedback on social work practice related via forums	2, 3	Analysis, synthesis and presentation	SRF

*Student Learning Outcomes (GUCRs)
1. Knowledge of the Physical World and of Human Cultures
2. Intellectual and Practical Skills
3. Personal and Social Responsibility
4. Integrative and Applied Learning

**Assessment Methods/Codes
- Selected Response (constructed tests): Code = SR
- Essay—written Code = E
- Performance (skills, products, and presentations) Code = P
- Oral communication (interviews, conferences, oral examinations, formative questioning) Code = PC
- Self-reflection Code =SRF

Remembering	Understanding	Applying	Analysing	Evaluating	Creating
•Recalling relevant knowledge from long term memory	•Making sense of what you have learned.	•Use the knowledge gained in new ways.	•Breaking the concept into parts and understanding how each part is related to another	•Making judgements based on a set of guidelines.	•Putting information together in an innovative way.

Texts, Materials, and Technology

Text(s): *Professional Writing for Social Work Practice*
Author(s): Weiseman, D., Zornado, J.
Edition: and/or Publication Date: 2nd Edition (2017)
ISBN: 0826109268
Publisher: Springer Publishing

Supplements: Posted within MyHeritage
Technology: Reliable internet connection is required. Helpful but not required: headphones with microphone.

Assignments and Grading

Assignments Points	Points
16 forums x 5 each	80
1 peer review forum	10
Professional Email	20
Business Letter	20
Case Notes	40
Annotated Bibliography	40
Literature Review	40
Total	**250**

Grade Scale:

Grading Scale	
A+ 97 to 100%	**C+** 77 to 79.99%
A 94% to 96.99%	**C** 74 to 76.99%
A- 90 to 93.99%	**C-** 70 to 73.99%
B+ 87 to 89.99%	**D+** 67 to 69.99%
B 84 to 86.99%	**D** 64 to 66.99%
B- 80 to 83.99%	**D-** 60 to 63.99%
	F 0 to 59.99%

Course Guidelines and Expectations

As your instructor, from me you can expect:

- Twice-weekly all-class emails (Monday and Thursday) with notes, reminders and links to office hours.
- I will check email at least every 24 hours (Monday – Friday, most Saturdays but Sundays is my day of rest). I usually check email three times daily – so an answer to your questions is never far away.

- I will provide feedback as quickly as possible – for short assignments, this is usually a couple of days and for longer assignments this is generally one week from the due date. I grade papers in blocks, and post grades for an entire set/class at the same time.

As a student, for this class I expect:

Notes: Meeting deadlines for assignments is essential in this course to understand the following: a)the process of grant writing and b) to receive maximum credit possible for each assignment.

- All papers will be typed, double-spaced (unless otherwise noted), with standard one-inch margins prepared on a computer.
- Conventional grammar, punctuation and spelling rules to be followed, as well as a clear, concise, readable yet academic/professional style.
- If you need assistance editing your papers (most people do), have your papers proofread at the Academic Skills Center or contact me for assistance. *Funders will often reject proposals based on typos or equations that are inaccurately calculated– proofread before submitting assignments*

Assignments: All assignments are to be turned in via MyHeritage; a complete list of assignments is available in the Assignments tab and in each unit. Assignments for this class will consist of **research, worksheets, papers and discussions** that lead to a completed grant proposal; this course will be graded based on these assignments.

Citation style: APA

Course Schedule

NotesPLEASE SEE COURSE SCHEDULE DETAILS ON PAGES 7-11

Forum Participation: *Always post once and respond twice.*

The forums in this class provide students with the opportunity to share ideas and workshop drafts of various materials we will be creating. This process helps to focus on the importance of needs statements, 50-word statements (elevator pitches) and other assignments – participation greatly improves with writing the final grant application. I encourage everyone to over-participate in the forums – read as many entries as possible from other students and comment.

Course Outline & Assignments

All coursework and assignments are listed here as well as in MyHeritage. **All students complete all assignments; additional requirements for graduate students are noted in each unit.** Check Coursework for dates of each unit and assignment deadlines.

Attendance

Monday mornings I will report attendance. In this online class, attendance is measured by timely (on-time) submission of assignments each Sunday night. There will always be an assignment due on Sunday nights.

Regular attendance and participation in classes is expected and considered essential for successful academic work. Attendance will be documented every class and/or discussion period for face-to-face

courses. For online courses, weekly online assignments are due on assigned days and times to confirm attendance. Late assignments are like missing class. If an unavoidable absence occurs, communicate as soon as possible. Contact me in advance to make arrangements, or as soon as possible for emergencies, and take responsibility for the class work missed.

Remember that Heritage University Student Affairs is ready to help solve problems that interfere with attending class. Email them at studentaffairs@heritage.edu. However, if I do not hear from you, the *Heritage University Catalog* attendance policy states "a faculty member may recommend an administrative withdrawal [from a course] whenever a student misses two consecutive class sessions and does not contact the instructor." Prior to any such action, I will submit a Faculty Advocacy request asking Student Affairs to contact you. Your success in this class is my primary goal, and I look forward to seeing you at every class session.

Reasonable Accommodation for Religious Holidays
Consistent with Heritage University's mission and values and pursuant to RCW 28B.137.010 as amended, and Substitute Senate Bill 5166, HU allows student reasonable absences for reasons of faith or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The student requesting an excused absence for reasons of faith must submit the Request for Absence for Reasons of Faith Form to their instructor(s) at least two (2) weeks prior to the beginning of the semester in which the absence is anticipated to occur. The form is located on the Student Forms page under the Students tab in MyHeritage. Full policy and procedures are located in the current catalog under Academic Policies, Attendance.

Support and Resources

Tutoring at the Academic Skills Center
The Academic Skills Center (ASC) at Heritage University is committed to academic excellence and provides services that are accessible to all students. We strive to provide safe and welcoming spaces, both physical and virtual, where students can access study resources and tools to support their learning. Tutoring, both online and face-to-face, is provided for all major subjects including mathematics, science, writing, history, social science, and critical thinking.

The ASC is located in the Kathleen Ross Building. There, students can find a study space to work, study in small groups with tutor support, receive one-on-one tutoring, and use computers. These services are available by drop-in or appointment. In addition to working with HU tutors, the ASC also provides access to an additional service that connects students with professional tutors 24 hours a day/7days per week through a service called Smarthinking.

To view our schedule, make an appointment, drop-in for tutoring with an HU tutor, or to access Smarthinking visit the ASC page at https://myheritage.heritage.edu/ICS/Student_Services/Academic_Skills_Center/. To learn more about any of these services, call the ASC at (509) 865-8517 or email us ASC@heritage.edu.

Library
The Donald K. C, North Library provides students, staff, and faculty access to scholarly research resources. Students can access approximately 100 databases to search articles from scholarly/academic journals, magazines, newspapers, ebooks, and more. The Library is divided in into three zones. One for talk, another for quiet conversation, and the third for silent study. Two study rooms are available for students to reserve. In addition, laptops and tablets, are also available to check-out.

The librarians are here to assist you! http://libguides.heritage.edu/friendly.php?s=librarystart

The librarians can help you locate, select, evaluate, and cite appropriate sources for your research and assignments. For research and general assistance, feel free to stop by. You may also contact a reference librarian by phone at (509) 865-8520, email (Library@heritage.edu), or online chat. Students outside of the area may also schedule a video conference with a librarian. The Library is open Monday-Thursday from 8 a.m. – 8 p.m. and Fridays 8 a.m. – 5 p.m. and is located in the Kathleen Ross, snjm Center. Hours may be adjusted around mid-term and final exam weeks. To access the online research databases from an off-campus location, you will be prompted to log-in with your MyHeritage account.

OCICU Appeals Process
OCICU students who wish to appeal an instructor's or facilitator's decision or request assistance with academic issues (such as requesting an incomplete or an extension) should contact Dr. Loren Schmidt (schmidt_l@heritage.edu) **AND** HU's OCICU Liaison, SaraBecca Martin (martin_s@heritage.edu)

Credit Hour Requirements
Federal regulations require that all courses follow the Heritage University definition of a credit hour as described in HU Policy. For the current policy, see the catalog: http://catalog.heritage.edu/content.php?catoid=12&navoid=867#credit_hour_semester_definitions

Academic Honesty

Heritage University students have the responsibility to adhere to academic honesty in all their educational endeavors. Faculty has the responsibility to model academic honesty and to prevent, detect, and confront students who violate it.

Academic dishonesty is serious and will carry appropriate sanctions ranging from a written record of the violation being placed in the student's file, to course failure, and even to suspension or dismissal from the university. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and all behavior inconsistent with academic integrity and honesty. See http://catalog.heritage.edu/content.php?catoid=12&navoid=867#academic_honesty_policy

Campus Security & Safety

In an emergency, call 911. If you need campus security assistance, please call 509-865-8555 or ext. 8555 from any campus landline or email: CampusSecurity@heritage.edu. For a list of Campus Security services and Crisis Response Steps, please go to this link: http://www.heritage.edu/safety-security/ or reference the posted Campus Safety Boards located in each building.

RAVE Alert: The University uses Rave Mobile Safety to provide an emergency alert and notification system capable of delivering messages to University staff, faculty, and students' email addresses and cell phone numbers. These messages include campus emergencies, inclement weather, and closures as they pertain to the entire campus community. Register by logging into http://www.heritage.edu/safety-security/emergency-action-plan/rave-alert/.

Accommodations

Americans with Disabilities Act of 1990 (ADA Policy): The current law of the Americans with Disabilities Act of 1990, states that "a disability can be a physical or mental impairment that substantially limits one or more major life activities of an individual. The ADA law prohibits discrimination and ensures that individuals with disabilities have the same opportunities to participate in the mainstream of American life – to enjoy employment, education, to purchase goods, to participate in State and local government programs and services." As an institution of higher education, Heritage University is committed to providing reasonable accommodations for students with documented disabilities.

If you believe you have a disability which may warrant an accommodation, the first step is to contact the Office of Ability Services to schedule an appointment.

Contact Information:
Yovanna Cook, MSW. Mental & Social Health Counselor / ADA Specialist
Office: 509-865-8544, Cellphone: 760-208-8825
Fax: 509-865-8693
E-mail OfficeofAbilityServices@heritage.edu
Violet Lumley Rau Building, Office #1714

For more information about student ability services on campus, please click on the hyperlink below:
http://www.heritage.edu/Current-Students/Office-of-Ability-Services

Unit 1: Week 1 Introductions and Getting Started

Explore:

- **My Heritage website** including help videos (in the Help Center)
- **Heritage webmail** – insure your logins work on both MyHeritage and webmail.
- **ENG 350 main page** including links to calendars, weekly lessons and Coursework

Post:

- **Professional photo** in your Personal Info (located in upper right of your screen)

Print:

- **ENG 350 Syllabus** (located in left-side column of main screen)

Complete:

- **Check-in Task** via Forum 1 (google link)
- **Forum 2 and 3**, Introductions and Grammar Challenges

Unit 2: Weeks 2 - 3: Mechanics Tune-Up

Week 2
Read:
- **Appendix A** in *Professional Writing for Social Work Practice*, pages 275 (Punctuation) – 296

Complete:

- **Forum 1**: Punctuation Review exercises including apostrophes, colons, semi-colons, commas, dashes, parentheses, quotation marks via this link: https://webapps.towson.edu/ows/punctuation.asp. When all sections are completed, answer the question in Forum 1.
- **Forum 2**: Why are mechanics vital in written communication?

Week 3
Read:
- **Appendix A** in *Professional Writing for Social Work Practice*, pages 259 – 275 (Opinion)

Complete:
- **Forum 1**: Writing Review exercises including: active-passive voice, sentence combining, avoiding fragments, parallel structure and subject-verb agreement via this link:

https://webapps.towson.edu/ows/self.asp. When all sections are completed, answer the question in Forum 1.

- **Forum 2**: How do we edit our own writing? Does the buddy system work?

Unit 3: Weeks 4 - 5: Professional Correspondence

Week 4

Read:

- **Electronic Privacy**: *Recording in General Social Work Practice*, pages 604-606 on Emails and pages 613-620 (see Handouts for this week)
- **The Purdue Owl** on Professional Email: https://owl.english.purdue.edu/owl/resource/636/01/
- *Business Insider* on email etiquette (also as a handout): http://www.businessinsider.com/email-etiquette-rules-everyone-should-know-2014-9?op=1/#know-that-people-from-different-cultures-speak-and-write-differently-7

Complete:

- Two-paragraph professional email, upload via Coursework. Content details available on MyHeritage/ENG 350/ Week 4.
-

Week 5

Read:

- Ch. 7. *Professional Writing for Social Work Practice*
- **Letters** pages 606-612 and **Memos,** 606-608: *Recording in General Social Work Practice*
- **The Purdue OWL** on business letters: https://owl.english.purdue.edu/owl/resource/653/01/
- **The Purdue OWL** on memos: https://owl.english.purdue.edu/owl/owlprint/590/
- **Grammarly** on memos gone awry: https://www.grammarly.com/blog/5-memos-that-went-terribly-wrong/ *this applies to business letters as well

Complete:

- Write a one-page professional letter, upload via Coursework. Content details available on MyHeritage/ENG 350/Week 5.

Unit 4: Weeks 6 - 8 Case Notes

Week 6
Read:
- *Recording in the Generalist Social Work Practice,* **in this order**
    - a) Note taking: pages 585 (16-3) -594

b) SOAP: pages 595-600 (1st two paragraphs)

c) Overview: pages 565- 584

Complete:
- Forum 1: Subjective versus objective exercise 1
- Forum 2: Subjective versus objective exercise 2

Week 7

Watch:
- Case notes part 1 (Grande, Wilmington) https://www.youtube.com/watch?v=keSGvlBzQWg

- Case notes part 2 (Grande, Wilmington) https://www.youtube.com/watch?v=nkWrkwPDxvw

- Case notes part 3 (Grande, Wilmington) https://www.youtube.com/watch?v=_HIotEzcUEU

Complete:
- Forum 1: Significant observation
- Forum 2: Importance of note-taking process

Week 8

Watch:

- Substance abuse intake video: https://www.youtube.com/watch?v=H8CJxNP0nv8

Complete:

- Case Notes, upload via Courswork. Full details available on MyHeritage/ENG 350/Week 8.

Unit 5: Weeks 9 – 11: Annotated Bibliography

Week 9

Watch/Attend:

- Online session (recorded and live) with library staff

Complete:

- Sign-up for RefWorks account
- Forum 1: Library discussion, peer assistance

Week 10

Read:

- Purdue OWL on annotated bibliographies:
  https://owl.english.purdue.edu/owl/resource/614/03/
- Examples posted on MyHeritage/ENG 350/Week 10

Research:

- This week is reserved for searching the library (in-person or online) and online databases to support research topics for the literature review. Whether you are writing a paper, researching a client's medical, psychological or emotional conditions or just reading up on the current literature in your field, research is a critical component of many careers. **Look for research articles that apply to some area of social science/social work that interests you.** Topics from previous semesters included: child abuse, health conditions such as diabetes prevention, suicide prevention, and many more. If you need help narrowing down your research topic, please contact me.
- **Located a total of *five sources* which could include:**
  > 2-3 from professional journals (*must use a minimum of two journal articles*) AND
  > 1-2 from research-based or educational web pages (not opinion pages) AND/OR
  > 1-2 from county, state, or federal government sources of data AND/OR
  > 1-2 books, newspaper articles or magazines.

Complete:

- Forum 1: What is your topic and why?
- Forum 2: Post a summary of one of your found articles for peer review.

Week 11

Complete:

- Annotated Bibliography covering all five found sources, upload via Coursework. Full details available on MyHeritage/ENG 350/Weeks 10/11.

Unit 6: Weeks 12 - 15: Literature Review

Week 12

Read:

- Purdue OWL's guide to Social Work literature reviews:
  https://owl.english.purdue.edu/owl/resource/666/01/

- What is a Literature Review (VCU) (also a Handout)?
  http://guides.library.vcu.edu/ld.php?content_id=1720470

- UNC's Guide to Literature Reviews (also a Handout) http://writingcenter.unc.edu/tips-and-tools/literature-reviews/

Complete:

- Forum 1: Write one paragraph, on how each of your selected sources (three) integrate for your literature review.

Weeks 13/14

Complete:
- Literature Review Draft, general guidelines below, full details on MyHeritage/ENG 350/Week 13/14.
- Forum 1: Literature Review Drafts for peer review.

General guidelines for Literature Review:

- Your paper should adhere to all APA guidelines: see reminders for guides in this and prior week lessons on MyHeritage.
- Your paper should be **a minimum of three pages**, double spaced.
- Your paper should include your name, the class name and the date per APA guidelines.
- Your paper should have a title.
- In your introduction, indicate the reason for your topic choice.
- It is expected that all mechanics, grammar and spelling will be accurate and correct.

Week 15

- **All completed papers due**