



**LEWIS & CLARK COLLEGE**  
**GRADUATE SCHOOL OF EDUCATION AND COUNSELING**  
**COURSE TITLE CPSY 590 BUILDING ACADEMIC WRITING SKILLS**  
**FALL 2018**

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When: 10/20 9-5:30, 11/10 9-5:30 - Weekend class (elective)

Where: York, room 117

Instructor: Erin Headley LPC, ATR-BC

Office Hours: By appointment

E-Mail: Eheadley@lclark.edu

**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, 6th 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 in the Albany Quadrangle (503-768-7192). 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 TEXTS & READINGS:**

*Weekly readings are to be completed for the day indicated. Students are expected to be prepared to discuss the ideas and concepts discussed in the readings. You are responsible for all of the assigned readings, whether or not they are discussed in class. Please note that there are more readings assigned for some topics than for others.*

American Psychological Association. (2009). *Publication manual of the American*

*Psychological Association* (6th ed.). Washington, DC: Author.

## **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 complete all assigned readings and assignments prior to attending class. This will allow us to focus on application of readings in class.*

## **ASSIGNMENTS AND COURSE REQUIREMENTS**

- 1. Attendance and participation in all classes (25 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.

Attendance & Participation	25%
Use of Writing Center	25%
Revised Paper	25%
Reference list	25%.
TOTAL	100%

## DETAILS OF COURSE REQUIREMENTS

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

**Writing Center Assignment:** Students are required to utilize the Lewis and Clark writing center at least once between the 10/20 and 11/10 classes to develop understanding of strengths and weaknesses as a writer and to receive feedback on a current paper. Students will sign up for a time during class on 10/20 (appointments can be made using this link: [https://college.lclark.edu/academics/support/writing\\_center/about\\_writing\\_conferences/](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 10/20 to maximize use of their session at the writing center.

**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 work individually to improve quality of writing, 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 November 10th.

**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

To compile this reference list, select a topic that is sufficiently broad to provide these various references. USE AS GUIDES BUT DO NOT COPY REFERENCE EXAMPLES THAT APPEAR IN CLASS TEXTS. Reference lists are due by end of class November 10th.

Assignment	Point Value
Attendance and Participation	25
Writing Center Assignment	25
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 at the beginning of class (before class starts) on the day they are due. Five points will be deducted for each day an assignment is late.**

## COURSE OUTLINE

Class Date	Topic	Readings & Assignments Due
10/20-AM	Student goals, APA quiz, art experiential, APA presentation	
10/20-PM	Workshop papers in small groups, sign up for writing center/write goals, discuss reference list assignment	
11/10 -AM	Discuss use of writing center, workshop papers again small groups	
11/10-PM	APA quiz, further information on topics identified by students, TED talk, art experiential, review student goals	