

Transforming Students into Professional Writers Lessons Learned

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"Baxter...about this report...your punctuation, spelling and grammar are perfect. No one can understand it!"



Why do We Write??????????



Purpose????



➔ TO COMMUNICATE



What is Communication?

- Oral
 - Tone
 - Speed
 - Words choice
 - Grammar
- Written
 - Grammar
 - Content development
 - Sentence structure
 - Organization



The Written Word

- Choice of words
- Writing logically and clearly
- Meaning and intent are clear
- Use of appropriate grammar and spelling
- Appropriate use of email, fax, and texting – language used and issues around confidentiality

KNOW YOUR AUDIENCE



Student Email to Faculty

I need the code that we have to put in for live text. I checked my emails and I can't find it

Your thoughts.....



Hi Linda,


First, let me use this teachable moment to remind you to start professional communication (even something as simple as an e-mail) with a greeting. For example, Hello Dr. Samuel or Greetings Dr. Samuel. Your opening sentence should contain a specific request (i.e., Would you please send me the keycode for LiveText?). As an emerging professional, please keep this friendly tip in mind as you communicate with other professionals.

All this said, your individualized FEM keycode is FEM347.....
Have a great day. Dr. Samuel

Types of Professional Writing

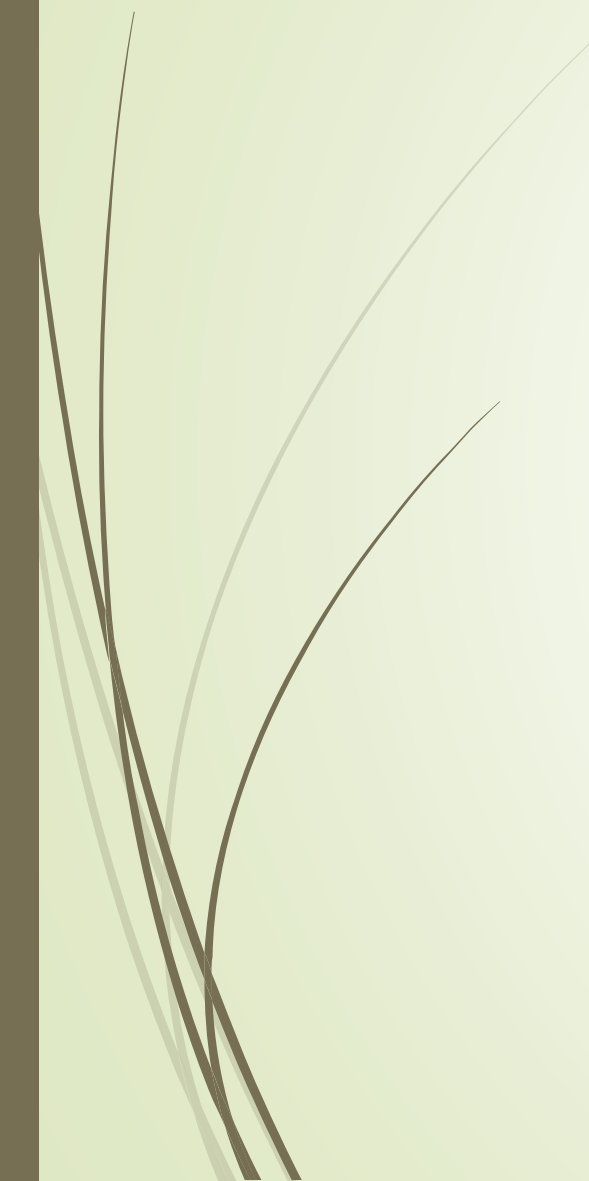
- ▶ Progress notes/assessments
- ▶ Treatment plans
- ▶ Statistical reports
- ▶ Program reports
- ▶ Grant writing
- ▶ Business letters/memos
- ▶ Policy development
- ▶ Scholarly/Academic
- ▶ Evaluation/Research Reports
- ▶ Referrals

KNOW YOUR AUDIENCE



Types of Professional Writing in Other Professions????

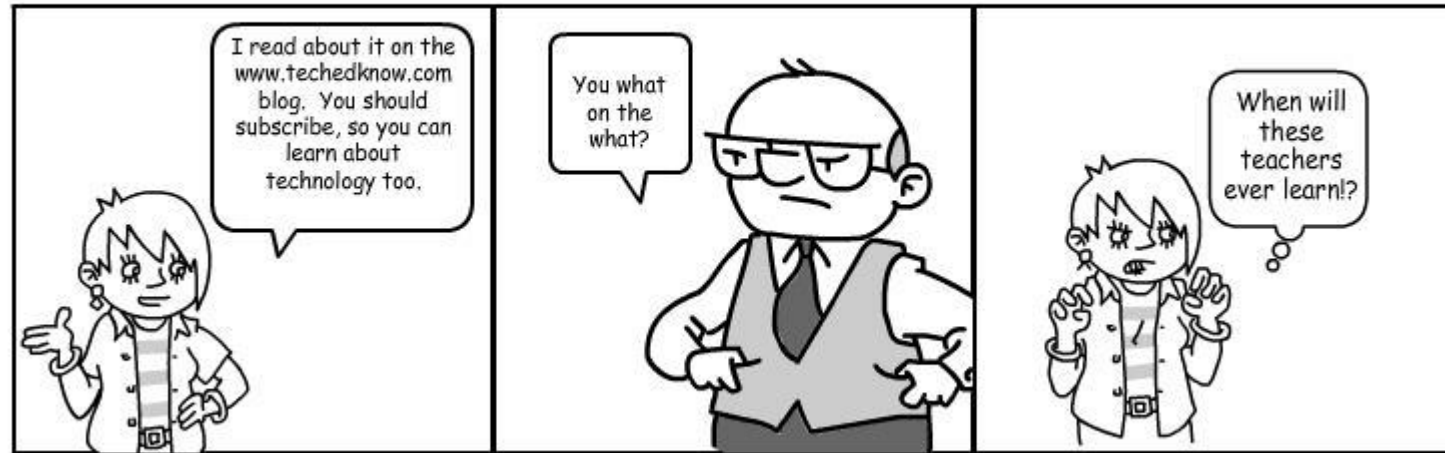
➤ ??????????????????????



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Will Teachers Learn?

Greg Smith



This comic strip was created at MakeBeliefsComix.com. Go there to make one yourself!

Junior Faculty-Lessons Learned



Social Work and the “Write Attitude”

- Scaffolding & Social Work Education
- Human Needs & Human Needs
- Application-Social Work BSW Program
- Undergraduate-Introduction to Social Work
- Volunteer Learning Experience Project
- Volunteer Practicum Paper



QEP Faculty Development Seminar Involvement

- Writing & Social Work Profession
- Strengthening the Writing Level of undergraduate Social Work Students
- Learning innovative ways to teach students
- Social Work Gateway Course-SOWK 2200 & SOWK 3305- Introduction to Social Work



Before & After the Seminar

➤ Pre-Seminar

➤ Volunteer Practicum Requirement-Learning Experience

➤ Volunteer Practicum Paper-10-15 pages due at the end of the semester

➤ Post-Seminar

➤ Volunteer Practicum Writing Project

➤ 5 assignments>>> Final Paper



Volunteer Practicum Project

- **SWOK 3305-Social Work Practice**
- **Introduction to Social Work**
- *Volunteer Practicum Paper*
- The goal for students in this volunteer-learning experience is to gain familiarity with the social services delivery system of a particular agency/organization and the role of the social services provider. You will complete a series of projects (papers) that reflect your learning experience in preparation for enhancing your knowledge of social work practice. Each project will be combined in your final paper (Project 5). See detailed instructions for each project. Each assignment is worth **100** points. **The instructions for each project will be provided throughout the semester prior to the due date of each project.**
- **Project 1 of 5:** Summary of Volunteer Agency (Paper/Report)
- **Project 2 of 5:** Problem Statement & Literature Review (Paper)
- **Project 3 of 5:** Journal Entries and Summary of Volunteer Experience (Paper).
- **Project 4 of 5:** Oral (Power-point) Presentation (5 slides)
- **Project 5 of 5:** Final **Project-Volunteer Practicum Paper** (Includes **Project 1-3** summaries)

Intervention Success

- ▶ Students
 - ▶ Management & Understanding
 - ▶ Less stress
 - ▶ Monitor Progress
 - ▶ Improved writing skills over period
 - ▶ Grades improve from assignment to assignment
- ▶ Faculty (Me)
 - ▶ Innovative approach to learning
 - ▶ Combining “hands on” learning experience with writing
 - ▶ Teaching Report Writing Skills
 - ▶ More papers to write and grade



Final Step

- Rubric for each assignment
- Use intervention in all classes
- Share with colleagues and encourage use in all Social Work courses
- Develop survey to track student's attitude about intervention
- Overall seminar experience-Recommend mandatory for all new faculty during second year





Thank You!

Questions

