I. COURSE PURPOSE

This seminar is designed to familiarize beginning doctoral students with the demands of scholarly writing. We will discuss the differing parameters of writing assignments, common writing errors, and structural and editing strategies. Writing assignments for this course will be tied to other course work (e.g., Philosophical Issues in Social Work Knowledge Development).

II. EDUCATIONAL OBJECTIVES

- Understand the importance of rhetorical contexts for professional writing
- Gain familiarity with the APA Manual
- Edit for better clarity by effectively aligning content with syntactic structure

III. COURSE REQUIREMENTS

A. Required text:


B. **Recommended texts:**


C. **Other texts:**


Hopps, Michael. (2000, February). Through an editor’s eye: Clarity, brevity ensure reports will be read. *USAID Performance Monitoring and Evaluation News.*


**A. Course Assignments and Grading Policy:** A grade of Pass or Fail will be assigned for this course. A passing grade will be assigned if the following requirements are met:

- Regular attendance (minimum of 5 classes)
- Active participation which demonstrates a passing knowledge of the readings
- Completion of 3 quizzes turned in on time
- Submission of writing pieces (e.g., problem statement) for editing by student, peers and/or instructor.

**B. Course and Instructor Evaluation:** An evaluation form will be provided for students at the end of the semester. Additional, informal written or verbal feedback to the instructor during the semester is encouraged and attempts will be made to respond to requests.

**IV. CLASS EXPECTATIONS**

**A. Scholastic Expectations**

Please refer to *NCSSS Announcements*, or appropriate Program Handbook (available on the NCSSS web page) for Academic Requirements, including scholastic and behavioral requirements. All written work should reflect the original thinking of the writer, cite references where material is quoted or adapted from existing sources, adhere to APA format, and should be carefully proofread by the student before submission to the instructor for grading.

**B. Academic Honesty**

Joining the community of scholars at CUA entails accepting the standards, living by those standards, and upholding them. Please refer to University Policy and appropriate Program Handbooks.

**C. Accommodations**

Students with physical, learning, psychological or other disabilities wishing to request accommodations must identify with the Disability Support Services (DSS) and submit documentation of a disability. If you have documented such a disability to DSS that requires accommodations
or an academic adjustment, please arrange a meeting with the instructor as soon as possible to discuss these accommodations.
Class Schedule

Class 1 (Sept 1): Rhetorical Context and “Good” Writing I
Reading:

- Gregory, Infectiousness of Pompous Prose
- Hopps, Clarity, Brevity
- Limerick, Dancing With Professors
- Williams, Very Short History

Class 2 (Sept 8): Rhetorical Context and “Good” Writing II
Reading:

- Spurgeon, chapters 1 and 2
- Orwell, Politics and the English Language
- Gusfield, chapter 4
- APA Manual, chapter 1
- Study finds jack shit, Troubled teens mock social worker's car

Class 3 (Sept 15): The Stages of Writing and Common Errors
Reading:

- Becker, chapter 1
- Sommers
- APA, chapters 2 and 3
- Models of Problem Statements
- Recommended: Flemons, chapters 3 and 4

Quiz: APA editorial guidelines

Class 4 (Sept. 22): Organizing Your Research, Argument, and Paper
Reading:

- Buzan, chapters 9 and 10
- Emig
- Flemons, chapter 2

Please bring colored pencils or pens (minimum of 3 colors)
Quiz: APA editorial guidelines

**Due: Assignment 1, Class 940**

Class 5 (Oct. 6): Editing for Clarity

Reading:

- Becker, chapter 3
- APA, chapter 2

“Editing made easy” packet (I will email this to you).

Quiz: APA editorial guidelines

**Due: Assignment 1, Class 930**

Class 6 (Oct. 20): Professional Prose

Reading:

- Gopen and Swan, Scientific Writing
- Becker, chapters 6 and 8

Bring examples of difficult paragraph to class

**Due: Assignment 2, Class 940**

Class 7 (Nov. 3): The Finishing Details