

Introduction to Report Writing  
Assignments at a Glance  
Spring 2014  
Instructor Chuck Newman

Assignment	Due Date	Points	Check when completed
<b>Before Class</b>			
<b>In Class</b>			
<b>Welcome</b> Review Syllabus And Assignment Sheet Group Discussion Critical Thinking Explanation of Portfolio Attendance	Jan 29 <sup>th</sup>	20 pts.	
Read Chapter 1 Pages 9-31	Feb 5th	N/A	
Focus Questions #1	Feb 5th	20 possible pts.	
Review Chapter 1	Feb 5th	NA	
Focus Questions # 1 (Group Discussion) Attendance	Feb 5th	20 pts.	
Read Chapter 2 Pages 33-91	Feb 12th	N/A	
Focus Question # 2	Feb 12th	20 possible pts.	
Review Chapter 2	Feb 12th	N/A	
Review Focus # 2 (Group Discussion) Attendance	Feb 12th	20 pts.	
Read Chapter 3 Pages 93-121	Feb 19th	N/A	
Eco-Map / Summary form	Feb 19th	50 possible pts.	
Quiz #1 Chapter 1 and 2	Feb 19th	20 possible pts.	
Review Chapter 3	Feb 19th	N/A	
Eco –Map Discussion Attendance	Feb 19th	50 pts. 20 pts.	

Read Chapter 4 Pages 123-146	Feb 26 <sup>th</sup>	N/A	
Review Chapter 4 Pages 123-146 Case Notes # 1 Case Notes # 2 Attendance	Feb 26 <sup>th</sup>	N/A 50 pts. 50 pts. 20 pts.	
Read Chapter 5 Pages 147-173	Mar 5 <sup>th</sup>	N/A	
Quiz # 2 Chapter 3 and 4	Mar 5 <sup>th</sup>	20 possible pts.	
Review Chapter 5 Pages 147-173	Mar 5 <sup>th</sup>	N/A	
Group/Form Work Attendance	Mar 5 <sup>th</sup>	20 pts. 20 pts.	
Read Chapter 6 Pages 175-198	Mar 12 <sup>th</sup>	N/A	
Quiz # 3 Chapter 5	Mar 12 <sup>th</sup>	20 possible pts.	
Review Chapter 6 Pages 175-198 Attendance	Mar 12 <sup>th</sup>	N/A 20 pts.	
Read Chapter 7 Pages 199-222	Mar 19 <sup>th</sup>	N/A	
Review Chapter 7 Pages 199-222 Attendance	Mar 19 <sup>th</sup>	N/A 20 pts.	
Read Chapter 8 Pages 223-252	Mar 26 <sup>th</sup>	N/A	
Strength Finders Assessment	Mar 26 <sup>th</sup>	20 possible pts.	
Exam #1 (Chapter 1, through 5)	Mar 26 <sup>th</sup>	50 possible pts.	
Strength Finders Assessments Report	Mar 26 <sup>th</sup>	20 possible pts.	
Review Chapter 8 Pages 223-252 Attendance	Mar 26 <sup>th</sup>	N/A 20 pts.	

Read Chapter 9 Pages 253-285	Apr 2nd	N/A	
Quiz # 4 Chapter 6	Apr 2nd	20 possible pts.	
Review Chapter 9 Pages 253-285 Attendance	Apr 2nd	N/A 20 pts.	
Resume	Apr 16 <sup>th</sup>	20 possible pts.	
Quiz # 5 Chapter 7 and 8	Apr 16 <sup>th</sup>	20 possible pts.	
Resume Attendance	Apr 16 <sup>th</sup>	20 pts. 20 pts.	
<b>To be Discussed Attendance</b>	<b>April 23</b>	20 pts.	
Review and grade Portfolio Attendance	April 30 <sup>th</sup>	100 possible pts. 20 pts.	
Final Chapter 6 through 8 Attendance	May 7 <sup>th</sup>	30 pts. 20 pts.	
Class Attendance		13@20 pts.	260 pts.
Quizzes		5@20 pts.	100 pts.
Exams /Eco Map		3@50 pts.	150 pts.
Case Notes		2@50 pts.	100 pts.
Portfolio		1@100 pts.	100 pts.
Focus Questions		2@20 pts.	40 pts.
Total			750 pts.