

KELLOGG COMMUNITY COLLEGE
Huse 204-01: INTRODUCTION TO REPORT WRITING
Spring 2014 Syllabus

Course Information

Course Number	Huse 204-01
Credit	3
Contact Hours	48
Instructor	Chuck Newman
E-mail Address	newmanc@kellogg.edu
Office Phone	269.565.2094
Number of weeks	14
Meeting Times / Location	Start Date: 01/29/2014, End Date 05/07/2014 Wednesday – 5:30 pm – 8:45 pm Last date to drop: February 6 th , 2014 Last date to withdraw: April 24 th , 2014

Description

This course provides the opportunity for the student to learn record keeping and report writing techniques needed by human service worker. Report writing skills are critical as reports will be read and judged at all levels. An emphasis in this course will be to expand the student's ability to communicate in writing, effectively and professionally, while expanding the student's knowledge base in the human service field.

Prerequisites

Successful completion of English 151

Textbooks

Kagle: Social Work Records 3rd Edition.

Core Abilities

1. Demonstrate critical thinking skills in gathering, analyzing, interpreting facts, and problem solving using scientific inquiry.
2. Demonstrate writing, listening, computer, verbal and non-verbal communication skills.
3. Distinguish between the positive and negative implications of physical, mental, and community health principles on individual and community wellness.
4. Evaluate knowledge of the implications of being a citizen in a global community.
5. Demonstrate knowledge of the creative process and the ability to appraise the significance of the visual, literary, or performing arts.

Grading Information / Grading Rationale

The performance assessment task used to determine competencies in the outcomes of the course are listed as below. Each has an assigned point value. Assessment task and /or their associated point values are subject to change, but you will receive more than adequate notice via classroom announcements.

Class Attendance	13@ 20 pts.	260 pts.
Quizzes	5@ 20 pts.	100 pts.
Exams and 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.

Letter grades will be based on the scale listed below. Final percentage scores will be determined by dividing the total points earned by the total points possible.

Grading Scale

A	93% and above
A-	90.00 - 92.99%
B+	87.00 - 89.99%
B	83.00 - 86.99%
B-	80.00 - 82.99%
C+	77.00 - 79.99%
C	73.00 - 76.99%
C-	70.00 - 72.99%
D+	67.00 - 69.99%
D	63.00 - 66.99%
D-	60.00 - 62.99%
F	59.99% and below

Guidelines for Success

Make up Work

The instructor recognizes you may have legitimate reasons to be absent from class. Such circumstances may include verified illness, subpoenas, jury duty, or death of a close family member. It is your responsibility to talk with the instructor and provide the necessary verification for your absence. In these circumstances and when possible, the instructor will try to provide options for making-up the missed assessment.

Late Assignments

Plan ahead to submit assignments early if you know you have upcoming time constraints. Communicate with your instructor if you have a verifiable extenuating circumstance and the instructor may grant an extension. Otherwise, assignments will be accepted up to seven calendar days past the due date with 25% reduction in points. No assignments will be accepted past seven days unless prior approval has been granted. No assignment will be accepted beyond the last day of class (this supersedes the seven day rule).

Incomplete Grade Policy

The grade "I" may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent you from completing all course requirements. At a minimum, you must have completed a majority of the coursework and have a passing grade at the time you request the "I" from your instructor. Remaining course requirements must be completed within one calendar year of the end of the semester in which the "I" grade was assigned. It is your responsibility to make arrangements with the instructor issuing the grade for completion of the remaining course requirements. If the course requirements are not completed, the "I" will remain on your academic record.

Attendance

Regular attendance is an essential part of your educational experience and a requirement for an adequate evaluation of your academic progress. You are expected to attend all classes. It is your responsibility to learn what you missed during an absence. The instructor may withdraw you from the course when excessive class

absence has prohibited successful completion of the course. Refer to the college catalog for more information on absence and administratively initiated withdrawals.

Academic Integrity

The Kellogg Community College policy on academic integrity is included in the student handbook. If it is suspected that you are cheating, fabricating, facilitating academic dishonesty, or plagiarizing, there may be serious consequences. The incident will be documented and reported to the academic chair and /or program director for possible disciplinary actions up to and including course, program, or college expulsion. A violation of this policy will be included as a permanent part of a student record.

Student Email

You are responsible for checking your college e-mail account regularly. The College uses the e-mail system to communicate important messages regarding your courses and other services such as Financial Aid. Information on how to access your e-mail account is available at www.kellogg.edu/email.

Course Withdrawal Policy

If you drop a class during the refund period, your academic record will not be affected. If you withdraw after the refund period and before the last date to withdraw, a grade of "W" is placed on your transcript. If you withdraw after the last date to withdraw for a grade "W", the grade earned (usually "F") is placed on your transcript. The decision to withdraw from a course can have a significant impact on your financial and your academic record. For financial aid purpose a "W" is treated the same as the grade of "F". Be sure to read the course withdrawal policy in the college catalog and contact the Financial Aid Office for more information on how this decision will affect your financial aid award.

The last day to drop for a refund and the last date to withdrawal for a grade of "W" can be found at www.kellogg.edu. Click on "Class Schedule" (located just above the web portal icon on the main page), or on "schedules" (located in the lower right hand corner of every web page). Locate the course you are enrolled in and click on the hyperlink for the course title. The dates are listed on the section information detail.

The Learning Place

You can drop-in to The Learning Place (on the Battle Creek Campus) to receive help in any subject matter or program area. Specialized help is available in English, Math, Reading, Science, and Learning Strategies. If you need additional help, you may request a tutor in the Learning Place or submit a request online at: <http://www.kellogg.edu/studentervices/tutoring/>. Tutoring services are dependent upon locating a qualified tutor for the course.

Professional Standards

Kellogg Community College students are expected to model the skills and behaviors of working professionals. This includes maintaining confidentiality, oral and written communication skills, and courtesy. You may be withdrawn from any course when it has been determined that your behavior has been disruptive or detrimental to the learning environment.

Confidentiality:

Some courses may place you in a position of trust with access to privileged information. You are expected to not divulge information that was disclosed in a relationship of trust.

Oral Communication:

Some of the material in this course will touch on sensitive subjects. Always speak and listen to others, including your instructor, in a respectful way.

Written Communications:

All written correspondence and assignments will use college level writing skills in regards to spelling, grammar, punctuation, and clarity of content. This includes e-mails, forums, and other electronic communication. It also includes journals, essays, and any other written assignment.

Courtesy:

Arrive on time and stay for the entire class period.

Put your cell phone on mute and be sure it is not visible to anyone, including you. If you must take or return an emergency call, please go out in the hall to do so.

Using personal electronic devices inappropriately hinders instruction and learning, not only for the student using the device but also for other students in the class. Texting, surfing the internet, listening to music and other activities not conducive to learning are prohibited. Notify the instructor if you are using an electronic device to access an electronic textbook. Ask for the instructor's permission before recording any portion of the class.

Drinks and snacks, not complete meals, may be brought into the classroom. Please make sure your drink has a secure lid. Clean up and mess you make.

Children cannot attend class. Child care reimbursement services are available to qualifying students. Call 269.965.4150 for more information, or contact the Support Service Department.

Service Learning Option

A service Learning Option is available for a limited number of students. See the instructor if you are interested in pursuing this option. No service learning contracts will be accepted after the first two weeks of class.

Detailed instructions will be provided later, but you should know you will be need to”

- Provide your own transportation to and from the placement site.
- Perform a minimum of 15 hours of service
- Complete your hours by the second to the last week of class.
- Successfully complete both the course and service.

Honors Contract Option

Please contact the instructor within the first two weeks of class if you are enrolled in the Honors Program and interested in requesting an honors contract for this class. You must receive a “B+” or higher in the course and fulfill all aspects of your honors contract to receive honors credit. If you are not currently enrolled in the Honors Program, but are interested in becoming an honors student, visit the honors webpage at:

<http://kellogg.edu/studentlife/lifehonors.html> or contact Student Life to see if you qualify.

Retain this Syllabus

This syllabus is a record of learning outcomes associated with this course. Many institutions will require a copy of this syllabus to grant you transfer credit. It is your responsibility to retain a copy for future use.

American with Disabilities and Section 504 Section

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. The College is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Support Services Department is responsible for the coordination of services for

students with disabilities. You may contact the office at 269.965.4150 to make arrangements to supply the Department with appropriate documentation.

Syllabus Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Kellogg Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Kellogg Community College, to make changes in course content or instructional techniques without notice or obligation.