

California State University, Fresno
Department of Communicative Disorders and Deaf Studies

CDDS 171

Professional Writing in Communicative Disorders

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

COURSE DESCRIPTION: This is a 3-unit undergraduate class on professional and scientific writing style appropriate to the field of speech-language pathology. The class will be primarily lecture-style, with class participation encouraged.

PREREQUISITES: This is an advanced course, designed for students who are in their third or fourth semester of curriculum leading to a major in Communicative Disorders and Deaf Studies, with an option in speech-language pathology. Therefore, the prerequisites for the course include CDDS 80, 95, 101, 102, and **either** 105, 106, or 109.

REQUIRED TEXTBOOKS:

Hegde, M. N. (2010). *A coursebook on scientific and professional writing in speech-language*

pathology (4th ed.). San Diego: Singular Publishing Group.

Ezell, H. K., & Justice, L. M. (2008). *The syntax handbook: Everything you learned about syntax. . .but forgot!* Greenville, SC: Thinking Publications.

PRIMARY LEARNING OUTCOMES: At the end of the course, it is expected that students will:

- Demonstrate an understanding of the principles of scientific and professional writing in speech and hearing sciences
- Write according to the format set forth by the American Psychological Association (APA) and accepted by the American Speech-Language-Hearing Association (ASHA)
- Report research findings in the written form required by APA style
- Write reports and other clinical documents using “people first” language
- Compare the styles of writing appropriate for a variety of clinical settings, such as medical and public school settings.
- Demonstrate the ability to conform to the writing requirements of a variety of clinical settings

- Write reports common to the field of speech-language pathology, such as diagnostic reports, treatment plans, treatment summaries, chart notes, and various types of professional correspondence
- Demonstrate knowledge and understanding of the ASHA Code of Ethics as it pertains to maintaining adequate and accurate records of client progress, proper citation of sources referenced, and acknowledgement of authorship
- Critically evaluate, in a constructive manner, their own writing and the writing of others

GRADING CRITERIA: There will be the following opportunities to earn points in this class during the semester:

1) Two exams @ 75 pts. ea.	150 pts.
2) Writing sample	50 pts.
3) Completed Hegde coursebook	<u>300 pts.</u>
TOTAL POINTS	500 pts.

EXAMS: The two exams will consist of multiple choice questions and practical exercises which directly coincide with assigned readings and completed work. They will be given during the first half of the semester

WRITING SAMPLE: Each student will present a writing sample for an in-class critique. Presentations will take place during each class session for the last half of the semester and also during the finals period scheduled for this class. The sample will consist of a portion of one of the reports in the last half of the coursebook. Further details regarding this assignment will be given in class.

COMPLETED HEGDE COURSEBOOK: This is the major assignment for the class and will take the place of a conventional final exam. It is recommended that students complete approximately 30 pages per week in order to complete the coursebook on time. Not all parts of the coursebook will be gone over in class, but there will be time set aside during each class period for questions regarding coursebook work. Students are encouraged to network with each other, however, **STUDENTS MAY NOT TURN IN IDENTICAL WORK!!!! THIS IS AN INDIVIDUAL, NOT A COLLABORATIVE ASSIGNMENT. ALL OF THE REPORTS IN THE REPORT SECTION MUST BE HANDWRITTEN, NOT TYPED. COURSEBOOKS MUST BE TURNED IN THE LAST DAY OF INSTRUCTION – NO LATE COURSEBOOKS WILL BE ACCEPTED.**

GRADING

Regular attendance of this class is necessary in order to achieve a good grade. All assignments must be completed prior to the class session for which they are assigned. Students are expected to take exams on the days they are scheduled. Make-ups will be allowed for documented emergencies only.

Grading will be based on percentage of total points achieved. A standard grading scale will be used to determine the final grade, as follows:

89.5 – 100%	A
79.5 – 89.49%	B
69.5 – 79.49%	C
59.5 – 69.49%	D
59.49% and less	F

COURSE POLICIES & SAFETY ISSUES

Please be courteous. Conducting sideline conversations, using laptop computers for functions other than note taking, and arriving late or leaving early detract from the quality of the classroom atmosphere. Please turn cell phones, beepers, palm pilot alarms, and so forth OFF during class, or, if it is absolutely necessary that you be available for incoming calls, set options to either vibration or mute modes.

University policy regarding disruptive classroom behavior will be rigorously upheld in this class. University policy states:

The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

UNIVERSITY POLICIES

Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in Madden Library 1049 (278-2811).

Cheating and Plagiarism: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Schedule of Courses (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations)

It is important to note that, while collaboration among students for purposes of studying and further discussing concepts discussed in class is encouraged, students should submit writing assignments reflective of their own individual efforts. It is recognized that there is certain standard verbiage commonly used for the purposes of writing technical reports in our field. Students will not be penalized for using suggested standard verbiage.

Computers: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www/csfresno.edu/ITS/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

**PLEASE SCROLL TO THE NEXT PAGE FOR THE
TENTATIVE COURSE SCHEDULE**

TENTATIVE COURSE SCHEDULE

CDDS 171

DATE	TOPIC	ASSIGNMENT
	An overview of the course: <ul style="list-style-type: none"> • Syllabus review • Assignment review • Questions & answers 	
	Nouns & Pronouns	Ezell & Justice, Chap. 1 & 2 NOTE: for all Ezell & Justice chapters, complete the Chapter Exercises <i>prior</i> to coming to class
	Verbs & Adjectives	Ezell & Justice, Chap. 3 & 4
	Adverbs & Conjunctions	Ezell & Justice, Chap. 5 & 7
	Prepositions	Ezell & Justice, Chap. 8
	EXAM #1	
	Sentence Structure & Phrases	Ezell & Justice, Chap. 9 & 10
	Clauses & Sentence Types	Ezell & Justice, Chap. 11 & 12
	Scientific writing <ul style="list-style-type: none"> • Introduction to the scientific method • Research design 	
	Scientific writing cont. <ul style="list-style-type: none"> • Parts of a research paper • Reading journal articles 	
	Scientific writing cont. <ul style="list-style-type: none"> • Writing without bias 	
	EXAM #2	

	Diagnostic report writing: lecture	Hegde sections on writing diagnostic reports
	Diagnostic report writing: in-class writing samples	
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	Treatment plans: lecture	Hegde sections on writing treatment plans
	Treatment plans: in-class writing samples	
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	Progress reports: lecture	Hedge sections on writing progress reports
	VETERAN'S DAY	
	Progress reports: in-class writing samples	
	ASHA Convention – Class Cancelled	Work on those coursebooks!
	Progress reports: in-class writing samples	
	THANKSGIVING	

	Progress reports: in-class writing samples	
	Progress reports: in-class writing samples	
	Progress reports: in-class writing samples	COMPLETED COURSEBOOKS ARE DUE ON THIS DATES – NO LATE COURSEBOOKS ACCEPTED!!!
	FINALS, 5:45-7:45 p.m.	The instructor will be available for make-up presentations

Please note the following important dates: