

2009 Norman Campus Field Instructor Survey – Practicum Writing Assignments

Desired Writing Skills	Writing Assignments in the Practicum	Assignment Ideas
<p>Basic writing skills – proper grammar, spelling, punctuation, sentence structure, organization, use of professional terminology, ample vocabulary, concise writing style; no use of slang language, removing excessive use of personal pronouns</p> <p>Capturing responses to questions</p> <p>Determining relevant v. irrelevant information</p> <p>Professionalism</p> <p>Ability to site (just) observations- without judgment, personal inflection or projection; to sift through intake/assessment information provided by clients & present in an objective manner</p> <p>Proper use of direct quotes from clients; Capturing client responses in the writings;</p> <p>Writing quickly while interviewing</p> <p>Training in appropriate writing of: treatment plans, progress notes, reports, court reports and letters, professional letters and emails, client notes, grants, memos, concise & specific case notes, brief research memos</p> <p>A basic understanding of technical writing (1)</p> <p>Use of professional terminology</p> <p>Confidentiality and storage</p>	<p>Intakes & Assessments</p> <p>Biopsychosocial Assessments</p> <p>Treatment Plans (Goals, measurable objectives, interventions, progress notes follow-up)</p> <p>Case Notes</p> <p>Group Notes</p> <p>Reports</p> <p>Discharge Planning Summaries</p> <p>Comprehensive Court Reports</p> <p>Simple Grant Writing</p> <p>Research Summaries</p> <p>Correspondence with courts & professionals</p> <p>Generalized stories about client population (for public, funders, media, legislators) (1)</p>	<p>Workshop on technical writing (1)</p> <p>Book report to augment vocabulary & grammar</p> <p>Write a sample grant</p> <p>Write sample case notes, and review with instructor before composing and entering actual case notes.</p> <p>Writing observations after visiting an agency</p>