

**The University of Texas at Austin
School of Social Work
Ph.D. Program**

GUIDELINES FOR SW395W: WRITING PRACTICUM

The guidelines below are intended to help students structure their Writing Practicum course in a manner consistent with the educational standards of the School of Social Work. **Students must submit a publishable quality paper to a peer reviewed journal in order to receive credit for this course.** The student must be the lead author on this paper. The paper can be a literature review, a conceptual idea, analysis of data, etc. The Writing Practicum must include regularly scheduled meetings with the instructor to receive feedback regarding the process of journal writing and the progress of the paper. The Writing Practicum can only be taken Credit/NoCredit.

To register for the Writing Practicum students must:

- Secure the cooperation of a faculty member of the School of Social Work who is willing to be the instructor for the course.
- In cooperation with the faculty member, submit an outline for the Writing Practicum which contains the following information:
 - a. A description of the type of paper that will be written.
 - b. A list of possible journals to which the paper could be submitted.
 - c. The methods of instruction that will be used.
 - d. A list of readings.
 - e. The assignments that the student will submit during the course (a timeline of what will be due when)..
 - f. A meeting schedule. The student and instructor are expected to meet a minimum of once a week.
 - g. A statement indicating how the student will meet course objectives and devote adequate time to the course.
 - h. The signatures of the student and faculty member.

Students registering for the Writing Practicum course during the summer must indicate in which summer session they plan to register (first 6 weeks, second 6 weeks, full 9 week session).

SW395K courses are barred so students cannot register themselves. To register for a SW395W course, students must submit the completed and signed SW395W form to the Assistant Dean for Doctoral Education at least 24 hours prior to their registration period. Please consult the Assistant Dean for Doctoral Education if you have any questions.

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For Office Use Only

Unique Number:

SW395W: WRITING PRACTICUM

Please provide the information requested. Attach additional sheets if necessary.

Name of student: _____

EID: _____ Email: _____

Name of faculty member overseeing course: _____

Descriptive title for course: _____

Goal of Course: _____

Credit/No Credit: _____

Year/Semester/Session to be taken: _____

Learning objectives for course:

By the end of the semester, the student will:

- 1.

- 2.

- 3.

- 4.

- 5.

Methods of instruction/Course requirements (equivalent to 45 hours of class time and 135 hours of preparation/study time)

Major Readings:

Research/writing:

How does this course support your anticipated dissertation research?:

Meeting time with faculty member:

Other:

Evaluation criteria (List specific products upon which grade will be based (paper must be submitted to a peer reviewed journal in order for student to receive credit). **Please submit a copy of the letter received from the editor acknowledging receipt of the manuscript to the Ph.D. Graduate Program Coordinator.**

Signature of student

Signature of instructor

This course has the approval of the Ph.D. Committee: _____
Associate Dean for Doctoral Education