Is TWI Right for You?

AN INTRODUCTION TO THE FULLY ON-LINE
THERAPEUTIC WRITING INSTITUTE

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Last revised 11/14
Table of Contents

Welcome! .................................................................................................................................................. 3
What is the Therapeutic Writing Institute? .................................................................................................. 4
Is TWI Right for You? .................................................................................................................................. 5
Overview of Available Programs .................................................................................................................. 6
Program Components: Certified Journal Facilitator (CJF) and Certified Journal Therapist (CJT) ........................................................................................................... 7
Program Components: Certificate of Advanced Study in Therapeutic Writing (CAS) .................................. 8
How Long Does It Take? ............................................................................................................................... 9
Cost of CJF/CJT Programs ........................................................................................................................... 9
A Few Words about Credentialing .................................................................................................................. 10
Application for Certified Journal Facilitator/Certified Journal Therapist Program ...................................... 11
Welcome!

The popularity and awareness of journal writing as a self-help tool has never been higher. Nearly every self-help author, health and wellness program, recovery method, spiritual practice, and management expert recommends journal writing as a primary path to self-understanding.

Social science research documents that writing about difficult experiences can create pathways of health. Therapists, counselors and coaches recommend writing to clients as a way of accelerating positive change. The purposeful and intentional use of writing to effect growth and positive change – *therapeutic writing* – is an accessible, easily mastered tool for holistic mental, emotional, physical and spiritual well-being.

Training as a Certified Journal Facilitator (CJF) – or, if you’re a licensed psychotherapist, a Certified Journal Therapist (CJT) – could put you right on the cutting edge of this trend. There are opportunities in every community to teach journal writing classes and lead therapeutic writing groups – in churches, libraries, recreation centers, universities and colleges, adult education programs, clinics, corporations, employee assistance programs, psychotherapy and coaching practices, hospitals... even living rooms!

You’ll learn to responsibly and ethically facilitate therapeutic writing groups in your own community. The Therapeutic Writing Institute training is a comprehensive program of core theory, professional development, psychological awareness and supervised practice, taught in 8-week quarters. All learning takes place online, in an asynchronous (24/7) learning platform. You’ll study with a community of caring, supportive peers where everyone is both teacher and student.

If you want to make a meaningful contribution to the world around you, the practical, visionary CJF program may be exactly what you’re seeking. It’s a perfect program for those who want to supplement income, create a retirement or replacement career, or add another skill set to an already established therapy, coaching or wellness practice.

This introduction will provide full information about the professional training programs offered by the Therapeutic Writing Institute. Please don’t hesitate to let us know if you have questions along the way.

Kathleen (Kay) Adams LPC, Director – 303-988-7700 (direct line), 303-986-6460 (main line)

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What is the Therapeutic Writing Institute?

The Therapeutic Writing Institute (TWI, or TWInstitute) is the professional training division of the Center for Journal Therapy, Inc., a leader and innovator in the field of journal therapy and therapeutic writing since 1985. TWI opened its cyberdoors in March 2008.

Mission, vision and goals
The mission of the Therapeutic Writing Institute is to be the premier source of standards-based education and training on the use of personal writing as a tool for healing, growth and change. Its goals are to offer a curriculum-based learning process that prepares graduates to enter the field with best-practice levels of skill, knowledge and supervised experience. The vision of the director, Kathleen Adams, is to create a legacy program that will endure beyond her career span as the highest quality training program in the field of therapeutic writing.

TWI’s mission: To be the premier source of standards-based education and training on the use of personal writing for healing, growth, and change.

Concept or philosophy behind program
Kathleen (Kay) Adams undertook intensive study in poetry therapy during the 1990s, under the mentorship and supervision of Dr. Peggy Osna Heller and the late Dr. Kenneth Gorelick, both pioneers in the field of biblio/poetry therapy. In 2000 Kay completed all requirements for the Registered Poetry Therapist (PTR) credential, issued by the International Federation for Biblio/Poetry Therapy (IFBPT), the only independent standards-setting and credentials-granting agency in the field of therapeutic writing. That same year she received IFBPT appointment as a mentor/supervisor and began guiding the study of applicants seeking credentials in biblio/poetry therapy and journal therapy.

From 2000-2008 Kay ran a successful training program, and 26 of her students graduated with IFBPT credentials of Certified Applied Poetry Facilitator, Certified Poetry Therapist, or Registered Poetry Therapist. About 80% of her graduates came to the poetry therapy training through the journal door; they were already Certified Instructors of the Journal to the Self® method, and they wanted deeper and longer training. The hunger for structured professional training in therapeutic writing was undeniable.

By 2007, there were increasing numbers of students who wanted a professional course of study in therapeutic writing. They wanted to do it within a clean, clear structure of organized learning. The students wanted a curriculum, a schedule of classes, a pathway, guidance and a foreseeable graduation date. They wanted to study with real-time teachers and classmates. They wanted a school. Recognizing the inherent limits of guided independent study when more than a few students undertook training at

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the same time, Adams created the Therapeutic Writing Institute as a full-service, turn-key training program.

**Target audience and student body**
We invite all who seek a serious, standards-based, career-enhancement course of study:

- Women and men in all professions who do, or wish to, facilitate therapeutic writing groups in their own communities, churches, schools, or workplaces;
- Psychotherapists, coaches, and health care professionals who do, or wish to, incorporate best-practice therapeutic writing with their clients;
- Writers who seek new and innovative ways to write in community;
- People of all walks of life who want to study specific classes in therapeutic writing theory and practice for their own personal or/and professional development.

Although all are welcome to take classes with us, the content and delivery are targeted to trainees, and non-trainees are asked to participate at the same level. The full TWI credentials program has been favorably compared by many students to a Masters-level program.

**Is TWI Right for You?**

We want you to succeed! And we also know that our brand of online learning isn’t right for everyone. We have identified three areas that strongly predict success with our program. Assess yourself!

1. **Basic computer literacy**
The TWI program is conducted entirely online, on a learning platform that was chosen to be both sophisticated and simple to navigate. However, all of our classes require that you have basic computer skills. You must be able to:

   - fluently manage email
   - upload and download files
   - navigate website menus
   - have access to a reasonably current and high-functioning computer
   - have reliable high-speed internet service

2. **Commitment to educational community**
We are an educational community with actual classes, teachers, texts, homework, assignments, discussions and learning objectives. Please bring your own best practice and agree to:

   - honor the ground rules and learning agreements of TWI
   - be a participating member of a serious educational community for the full 8 weeks of the term.
   (There are always exceptions should urgent needs arise.)

**Three predictors of success:**
1. **Basic computer literacy**
2. **Commitment to serious educational community**
3. **Familiarity with online learning**

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Is TWI Right for You?

- schedule necessary time each week to participate in reading, writing and online discussion, as assigned. You’ll want to plan 3-4 hours per class per week, spread over the Thurs-Wed academic week.
- pay tuition and fees at registration.

3. Experience with online learning

- If you’ve previously taken (or taught!) online classes in a college or university setting (perhaps with learning platforms such as BlackBoard, eCollege, Canvas, etc.) you will likely find the TWI learning platform to be familiar and easy to navigate.
- If you haven’t had specific online education, but you’ve participated in an informal online class that used an email discussion format (such as yahoogroups, Google groups, etc.), there’s an excellent chance that you’ll do well.

If this is your first online learning experience, but you meet the criteria in 1 and 2 and you’re willing and able to learn, you’re likely to do just fine. We provide new student orientation, tutorials, and personalized technical support.

Overview of Available Programs

Please see page 7 for the summary requirements of the Certified Journal Facilitator and Certified Journal Therapist programs.

Certified Journal Facilitator (CJF) and Certified Journal Therapist (CJT)

This is a comprehensive program of study for which the Therapeutic Writing Institute was created. It offers those who do not come from therapeutic training and background—coaches, educators, health care professionals, community activists, spiritual directors, writers, business people—a thorough exploration of therapeutic writing theory and applied practice, delivered completely online in three 8-week terms (winter, spring, fall) per year. Four-week electives are offered in the summer. The certification process also includes the separate Instructor Certification Training for the Journal to the Self® workshop, a supervised facilitation experience and a capstone paper or project. The Certified Journal Therapist (CJT) is for licensed mental health professionals (counselors, social workers, psychologists, etc.) and is identical to the CJF, with the waiver of the three-course psychological awareness series. See next page for program details; see page 9 for costs.

Certificate of Advanced Study in Therapeutic Writing (CAS)

Licensed psychotherapists who are not seeking another credential may take a focused course of study. The CAS is earned in eight courses, consisting of three core therapeutic writing theory (Progoff Method, Adams Method, and Pennebaker Method/Intro to Research) and five electives. Two of the five electives may be from the professional development area. The culminating project is a 5-7 page paper synthesizing learning and addressing how learning will be applied in professional practice. This is not a credentials program; the certificate simply acknowledges an advanced course of focused study. See page 8 for program details and costs.

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### Program Components: Certified Journal Facilitator (CJF) and Certified Journal Therapist (CJT)

#### Journal to the Self Instructor Certification Training
This training, offered through the Center for Journal Therapy since 1989, prepares you to teach the Journal to the Self workshop in your own community. We request that TWI trainees take one of our semi-annual five-day intensives in Denver so that Kay and our training team can work directly with you and observe your participation. The ICT must be taken prior to or within the first year of training. Intensives are offered in March and October. If travel to Denver would present prohibitive obstacles, the home-study option may be requested.

Each CJF/CJT trainee is required to teach at least two full Journal to the Self classes in your own community. This allows you to focus on honing therapeutic writing group process and facilitation skills with the safety net of an established, proven, tested curriculum. The JTTS classes you teach are intended to be income-producing; you’ll graduate with a marketing plan to earn back all of your tuition in your first one or two paid classes.

#### TWI Classes
Fourteen (CJF) or eleven (CJT) 8-week classes (plus Ethics) are required for graduation. These are broken down as:

- **Therapeutic Writing: 7 classes**
  - Required: Progoff Method, Adams Method, Pennebaker Method/Intro to Research
  - Elective: Any four therapeutic writing electives

- **Professional Development: 4 classes**
  - Required: Marketing, Curriculum Design
  - Elective: Any two professional development electives

- **Psychological Awareness (CJT only): 3 classes**
  - Required: Facilitation Skills, Group Process Skills, Psychology of Differences (Abnormal Psychology)
  - This series is waived for CJT candidates.

- **Ethics for Therapeutic Writing Professionals**
The 6-hour self-paced Ethics class is required for all trainees. It is tuition-free. It may be begun at any time.

#### Facilitation/Supervision
After two full Journal to the Self classes (24 hours total) have been taught and the Curriculum Design, Facilitation Skills, and Group Process classes have been successfully completed, you will be ready to begin facilitating therapeutic writing groups of your own design. A minimum of three groups of at least eight weeks must be completed under supervision (48 hours minimum; may be more, depending on prior experience).

Supervision is provided by an approved TWI supervisor. Separate fees apply and are contracted directly with the supervisor. Fees range from $50-90/hour, depending on the experience and training of the supervisor. Typically, 12-20 hours of individual supervision will be required, depending on the progress of the trainee. Additional hours of group mentoring/supervision may also be required.

#### Capstone Project
The culminating event of the CJF or CJT training, the capstone project is a written paper of approximately 25 pages that closely examines some aspect of therapeutic writing, as informed by the entire program – coursework, facilitation, supervision. It synthesizes learning by focusing on an area of practice, research or study.

The capstone project will contribute to the body of knowledge and literature in the field of therapeutic writing.

We ask that it be as close to publication-ready as possible so that our graduates can take their place on the global stage of published authorship – whether that be as a submission of the capstone project as a book chapter or to a professional, or less formally published as an e-report or white paper.
**Program Components: Certificate of Advanced Study**

<table>
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<tr>
<th>Eligibility</th>
<th>Fees</th>
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<tr>
<td>Candidates for the Certificate of Advanced Study in Therapeutic Writing (CAS) must be licensed counselors, social workers, psychotherapists, psychologists, or psychiatrists. Those in licensure-preparation stages are accepted with the proviso that the training may be completed, but the certificate will not be issued, until proof of licensure is submitted.</td>
<td>The cost of the CAS program is $295 for each of eight classes plus a $10 technology fee for each term registered. An approximate total of $2400. Cost of books and other course materials is not included. Optional consultation or supervision is not included. All courses are payable in full at registration.</td>
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<tr>
<th>Program Requirements</th>
<th>To Apply</th>
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<tbody>
<tr>
<td>The CAS is completed in eight (8-week) classes. Two 4-week summer classes may be combined to create one 8-week class equivalent.</td>
<td>Application is made by emailing a letter of intent that includes the following:</td>
</tr>
</tbody>
</table>

**Therapeutic Writing**
- **Required:** Progoff Method, Adams Method, Pennebaker Method/Intro to Research
- **Elective:** Any three to five electives

**Professional Development**
- **Required:** None
- **Elective:** Up to two professional development courses may be taken as part of the eight required courses.

**Ethics for Therapeutic Writing Professionals**
The 6-hour self-paced Ethics class is required for all trainees. It is tuition-free. It may be begun at any time.

**Final Paper**
The culminating project is an 8-10 page paper that synthesizes learning and offers a vision for incorporating advanced study into professional practice.

**CAS: Not a Credential**
The Certificate of Advanced Study is not a certification or credential. It is designed as a streamlined course of advanced study in the theory and practice of therapeutic writing for those who have already earned licensure as a therapeutic professional and are not seeking additional credentials.

1 Two four-week summer classes equal one eight-week class; combined tuition will be slightly more. Tuition rates and fees are as of January 2015. Rates and fees may increase.

Additional questions? Call us! 888-421-2298 or 303-986-6460, or email info@journaltherapy.com
How Long Does It Take?

If a trainee takes two classes per term and can manage the facilitation of one Journal to the Self or original therapeutic writing group for each 8-week term, it is possible to graduate in two years. Most students take between two and three years to complete. Plan to spend an average of 3-4 hours per class per week in the online classrooms.

Cost of CJF and CJT Programs

The fee structure is pay-as-you-go, and trainees are encouraged to earn as they learn (we expect our trainees to be fee-based whenever possible in their practicum groups). Trainees may opt in and out of academic quarters as they choose. All rates are effective January 2015.

<table>
<thead>
<tr>
<th>Program Requirement</th>
<th>CJF Cost</th>
<th>CJT Cost</th>
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<tbody>
<tr>
<td>Journal to the Self Instructor Certification Training, Denver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition*</td>
<td>1650</td>
<td>1650</td>
</tr>
<tr>
<td>Lodging (single room, private bath; full room and board)</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>*Trainees leave with a marketing plan to earn back tuition in the first two paid</td>
<td></td>
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<tr>
<td>classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TWI courses (14 for CJF, 11 for CJT)</td>
<td>4130</td>
<td>3245</td>
</tr>
<tr>
<td>Supervision (average 15 hours @ average $75/hour – may be less or more)</td>
<td>1125</td>
<td>1125</td>
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<tr>
<td>Supervision is contracted and paid privately to designated supervisor.</td>
<td></td>
<td></td>
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<tr>
<td>Books and fees (estimated)</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Approximate total</td>
<td>7335</td>
<td>6720</td>
</tr>
</tbody>
</table>

How to Apply for CJF/CJT Training

Admissions requirements

✔ A bachelors or higher degree (unless special circumstances exist, e.g. RNs who can achieve licensure without a four-year degree, or highly accomplished adults who did not complete college but whose life experience qualifies them for advanced study)

✔ Written application (see pp. 11-12)

✔ Current resume or CV

✔ Transcripts of all undergraduate and graduate programs (photocopies or scanned documents are acceptable)

✔ Two letters of recommendation from colleagues who can speak to your character and strengths, and attest to your capacity to undergo a rigorous course of professional study

✔ Phone interview with Kay Adams, Director, after application is reviewed
A Few Words about Credentialing

All of the programs of the Center for Journal Therapy and its professional training division, the Therapeutic Writing Institute, are certifications attesting that you have satisfactorily completed a course of study with a for-profit, leader-driven organization. The certification is only as credible as the organization granting it. In other words, because the entity granting your certification and the entity to whom you are paying money for training are one and the same, there is no inherent guarantee of objectivity, quality or transparency.

Fortunately, since its inception in 1985 the Center for Journal Therapy has upheld an excellent worldwide reputation for high standards of quality, integrity, responsibility and scholastic/professional achievement. The verdict is unanimous: The source of your certification is an excellent program that has been thoughtfully developed and is effectively delivered. But the fact remains that even the highest quality certification is not the same as an independent credential from a standards-setting agency.

The only independent, not-for-profit credentialing agency in the field of therapeutic writing is the International Federation for Bibliotherapy/Poetry Therapy (www.IFBPT.org), founded in 1981 to create and maintain standards for training and practice in the fields of bibliotherapy and poetry therapy (extending to journal therapy and therapeutic writing, starting in the early 1990s).

In 2012, the Therapeutic Writing Institute was honored to become the first program to be fully endorsed as an equivalent learning method to the IFBPT’s guided independent study credentialing program.

Your certification from the Therapeutic Writing Institute is a credible documentation of a serious program of study, directed by Kathleen Adams, one of the most prominent contemporary voices in therapeutic writing, who has also attained IFBPT’s highest credentials. Now, you may also apply for endorsement of your TWI credential with the Federation by making separate application once you have received your CJF or CJT (this endorsement is not available for the CAS).

If you also desire full credentials in poetry therapy, you are encouraged to consider cross-training in poetry therapy and become credentialed by the International Federation for Bibliotherapy/Poetry Therapy. With a slight adjustment in how records are kept, and with some additional facilitation and supervision hours, you can “double major” in therapeutic writing and poetry therapy, and extend your CJF or CJT training to also receive the Certified Applied Poetry Facilitator (CAPF) or, for licensed therapists, Certified Poetry Therapist. The Registered Poetry Therapist credential may also be sought, although it requires substantially more facilitation and supervision hours.

Please ask for details.

We hope to hear from you soon! Don’t hesitate to call or email us with any questions we might answer.

Additional questions? Call us! 888-421-2298 or 303-986-6460, or email info@journaltherapy.com
CERTIFIED JOURNAL FACILITATOR PROGRAM
APPLICATION FOR TRAINING

Today’s Date ____________________  Last revised 11/14

Name
___________________________________________

Email
___________________________________________

Address
___________________________________________

Phone 1 ____________________ Phone 2 _______________

Signature
___________________________________________

Instructions for completion:
• Please complete as a Word document.
• Attach a head shot or other recent photograph of yourself.
• Submit by email attachment to krista@journaltherapy.com
• Once you have submitted, call Krista for a phone appointment with Kay Adams.
• Call 303.986.6460 or email krista@journaltherapy.com if you have questions. Thank you!

I. EDUCATIONAL BACKGROUND
   A. List all undergraduate and graduate colleges/universities attended, year graduated, degree, major.
   B. List all training programs leading to licensure, certification, registration or certificate of advanced study, OR training/exposure to learning that has significantly impacted your work, philosophy or personal growth. Include information on licenses, certifications, registrations, etc.

1 Licensed psychotherapists undergo the same course of study, with waiver of the psychological awareness coursework, and may apply for the Certified Journal Therapist (CJT) credential. Additional questions? Call us! 888-421-2298 or 303-986-6460, or email info@journaltherapy.com
II. PROFESSIONAL BACKGROUND
   C. Briefly summarize your adult work history, including length of time at each type of work. Describe in somewhat more detail your current work. What is your level of satisfaction with your current work?
   D. If there is anything else in your professional background that prepares you to undertake this training, please discuss it here. Have you taught prior classes? Facilitated groups?
   E. Have you ever been in a supervised training program before? If so, please give details. What was your experience of supervision? (Note: “Supervision” as used here means a method of teaching/training by closely preparing for and examining facilitation, including any personal responses evoked in the facilitator.)

III. PERSONAL ESSAYS AND REFLECTIONS
Note: Word counts are suggestions only. Write as much as you wish. Please try to write at least the minimum.

CRITICAL THINKING:
   F. Briefly describe a life experience that has contributed to your personal development. Reflect on the learning. How have you integrated it into your life? How has it helped to prepare you to undertake this training? (250-500 words)
   G. Briefly describe a time when writing has helped you address some problem or challenge in your life. Looking back on it, how did writing serve you? What happened for you as a result of the process you underwent? (What we are looking for here is your critical thinking about the efficacy of process writing as a developmental tool for growth, resolution and/or healing.) (250-500 words)

PERSONAL INVENTORY:
   H. What is your own personal experience with journal writing? How long have you written? How do you use your journal?
   I. What do you want from this program? What do you want to be, do or have as a Certified Journal Facilitator? Please be specific as to expectations, desires and aspirations. (200-350 words)
   J. What strengths do you bring to this program? Where do you experience yourself as underdeveloped? What do you anticipate will be your areas of growth? (200-350 words)
   K. What most excites you about this program? What most causes apprehension or uncertainty within you? (200-350 words)

PRACTICAL CONSIDERATIONS:
   L. This program requires commitment of resources: Time, money, energy, focus. Do you anticipate difficulties in any area or areas? How will you manage any difficulties?
   M. At what pace do you expect to complete the program? Do you expect you will be able to take one class, two classes or three classes in most terms? How many 8-week terms per year do you expect you can realistically take? There are three 8-week terms per year—Winter (Jan/Feb); Spring (Mar/Apr); Fall (late Sept/Oct/Nov). Summer is divided into two 4-week terms. Plan to spend an average of 3-4 hrs/wk/class.
   N. Is there anything else about your background, history, professional or personal experience, achievements, etc. that you want us to know as we consider your application?
Do you know about the Journalverse, our online membership community for journal writers and facilitators worldwide?

For only $19/month ($17.50/month with 6-month professional subscription) you have access to the thought leaders, experts, authors, thinkers in the field of therapeutic writing! You’ll receive all-star, backstage access to:

- **LIVE! with Kay:** A monthly interview with leading authors, thinkers, experts. Recent and upcoming guests: Dr. James Pennebaker, Christina Baldwin, Ruth Folit, Dan Wakefield, Mark Matousek
- **Ask the Experts:** A monthly conversation and/or mini-writing workshop on areas as diverse as dream journals, digital journals, simplifying, wild soul stories, the journal in cinema, writing from the deep creative
- **Consultation Clinic:** A monthly clinic for professional members only. We’ve covered everything from troubleshooting writing groups to qualitative research to how to incorporate writing into 1:1 sessions.
- **From Busyness to Business Coaching Roundtable:** Busyness coach Darlene Goetzman hosts a monthly coaching call for all members who are self-employed or starting therapeutic writing businesses
- **Animal Wisdom Writing Circle:** Join Linda Barnes for her monthly exploration of animal wisdom and power, and how we can utilize the symbolism of animals for personal and professional development
- **Prompt Jar:** A weekly round-up of writing prompts, one for each day of the year.
- **Poem of the Month:** Always with writing prompts!
- **From Kay’s Journal:** In-depth musings and reflections from a pioneer in journal therapy
- **Notes from the Journalverse:** Our “town hall” where you get all the news, links to archived recordings, book and product reviews, and much more!
- **Weekly newsletter:** In your mailbox every Tuesday with news on what’s orbiting in the Journalverse this week

Kay Adams, Director

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Go to www.journalverse.com/home to see what’s orbiting the Journalverse this month!

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**It's Easy to WRITE.**

A Book Series on Expressive and Therapeutic Writing

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**Expressive Writing**

*Foundations of Practice*

Edited by Kathleen Adams

**Writing with At-Risk Youth**

*The Fongo Ten Writing Method*

Edited by Richard Gold

**Women, Writing, and Prison**

*Activists, Scholars, and Writers Speak Out*

Edited by Tobi Jacobi and Ann Folwell Stanford

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**Transformative Language Arts in Action**

Edited by Ruth A. Farmer and Caryn Mirriam-Goldberg

**Expressive Writing**

*Classroom and Community*

Edited by Kathleen Adams

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**It's Easy to WRITE.**

Series Editor
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