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## **CMSW 1267: Human Services Practicum**

CRN# 16795

Spring 2017

**Course Semester Credit Hours (SCH) (lecture, lab) Credit Hours – 2.00**

**Total Course Contact Hours:** 224 practicum hours per semester.

**Course Length (number of weeks):** Sixteen (16) Weeks.

Coleman Campus – Room 461 | 5:00 pm – 6:00 pm | Tuesday

**Instructor:** Katrina A. McCrary, MS, MAC, SAP LCDC

**Instructor Contact Information:** [katrina.mccrary@hccs.edu](mailto:katrina.mccrary@hccs.edu) (713) 718-2297

**Office Location and Hours:** Suite 412, room 409, 1900 Pressler Dr. Houston

Office hours are by appointment only. You can contact me via Canvas Inbox, by phone, or by e-mail. My preferred method of contact is e-mail.

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

### **Email Policy**

HCCS policy requires instructors and students to communicate only through the HCCS email system. If you have not activated your HCCS student email account, you can do so [here](http://www.hccs.edu/district/students/student-e-maileagle-id/) (<http://www.hccs.edu/district/students/student-e-maileagle-id/>).

I strive to respond to students within 24-48 hours, often much sooner. Please be mindful of due dates so that I am allowed enough time to respond to your questions about an assignment prior to it being due. Please note: On the weekends I do not check my e-mails as frequently, so response times will be longer if received on those days.

### **Type of Instruction**

Practicum. Class consists of hours at a practicum site in the community arranged between the student and the site. Students are also required to attend a one hour weekly supervision with the practicum faculty at the college.

## **Course Description**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

## **Prerequisites**

1. SCWK 1321 with a minimum grade of B or above
2. CMSW 1313 with a minimum grade of B or above
3. DAAC 1417 with a minimum grade of B or above
4. PSYC 2316
5. HPRS 1201
6. ENGL 1301
7. PSYC 2301

## **Course Student Learning Outcomes (SLO)**

1. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
2. Use specialized material, tools, procedures, regulations and laws within the political, economic, environmental, social and legal systems of the practicum site.
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communications skills.
4. Apply the Four Domains.
5. Professional development through the acquisition of the Knowledge, Skills & Attitudes

## **Learning Objectives**

1. Demonstrate the practical use of Motivational Interviewing in an agency setting.
- 2.1. Employ counseling procedures, observe the code of ethics and state laws, and follow agency policies.
- 2.2. Apply assessment & diagnostic tools, i.e. BIHIPS, ASI, SASSI and other relevant protocols.
- 3.1. Follow the code of ethics and use site supervisor for direction in developing professional identity.
- 3.2. Construct written assessment reports, progress notes and other relevant materials in patients' records.
4. Demonstrate core competencies in each of the 12 core function areas.

5. Examine and perform self-analysis in the areas of theory, techniques and attitudes toward self and others.

**16-Week Calendar**

Please refer to the Canvas class calendar.

*Syllabus Up-Dates and Revisions*

Professor McCrary reserves the right to alter or amend this syllabus as needed for the best interest of the students.

**INSTRUCTIONAL MATERIALS-Required Book**

J. M. Karls and M.E. O’Keefe. (2008). Person-in-Environment System Manual, 2nd Ed. NASW Press. Washington DC.

**Instructional Methods**

Class consists of hours at a practicum site in the community arranged between the student and the site. Students are also required to attend a one-hour weekly supervision with the practicum faculty at the school. Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, on-site practical experience, supervision, & observations.

**PROFESSOR GRADING CRITERIA**

Student Evaluation (Site’s recommended grade).....	50%
Drug Screen .....	2%
Student/Supervisor Agreement Form.....	5%
Ethics Form.....	2%
Time Sheets.....	7%
Supervision Log.....	2%
Education Contract.....	10%
Student Behavior/Attitude.....	2%
2 case studies.....	20%

Your professor will administer assignments that you can use to determine how successful you are at achieving the course’s learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your professor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**STUDENT ASSIGNMENTS & ASSESSMENTS**

Assignments in this course with the exception of your Learning Contract will not be graded in the typical point fashion. Instead, you will be graded as pass/fail on each assignment. The number of assignments that you pass will determine your course grade.

**Student Assignments**

Student Evaluation (Site's recommended grade)  
Drug Screen  
Student/Supervisor Agreement Form  
Ethics Form  
Weekly Time Sheets  
Supervision Log  
Education Contract  
Student Behavior/Attitude  
Two Case Studies

All assignments must be submitted with the correct file name.

Lastname\_firstinitial\_assignmentname\_CMSW1266. Students have access to Office 365 which allows all students to have the latest Microsoft Suite. Go to <https://login.microsoftonline.com/> and use your student ID to include @student.hccs.edu and password.

### **Practicum Site**

A practicum is the application of theory, concepts and skills in an agency setting. The site supervisor's principal role is to bridge the gap between theoretical and practical concepts by engaging in a close relationship with you in understanding the responsibilities of professionalism and the development of skills. The supervisor is expected to evaluate the student by providing weekly supervision and complete a final evaluation with a grade recommendation.

You are to seek a site BEFORE class starts. Take notice that some sites require certain documents and training before they accept you.

### **Required Documents with Signatures**

To insure a successful practicum experience the required documents are: 1. Drug Screen, 2. Student/Supervisor Agreement Form, 3. Ethics Form, 4. Time Sheets, 5. Supervision Log, and 6. Student Evaluation. These forms must be submitted in PDF with the exception of the drug screen, which must be hand delivered in a sealed envelope. Each form is graded on a pass/fail basis.

#### **Drug Screen**

Accepted drug screens are performed within 2 weeks before classes officially begin. See HCC semester calendar. If you do a drug screen after class begins, you will receive a fail. Despite a failing grade, you are still required to submit it. Practicum hours commence based on the date you submit your drug screen. Drug screens must consist of a minimum of 7 drug panels with 10 preferred. For confidential reasons, it must be hand delivered to Professor McCrary in a sealed envelope with your name.

#### **Student/Supervisor Agreement Form**

This form documents your agreement to do a practicum at a particular site. It is due the 1<sup>st</sup> day of class submitted as a PDF. Failure to submit it on the 1st day constitutes a failure.

### **Ethics Form**

This form documents that you have read the Code of Ethics and are familiar with each section. You are to sign and submit it as a PDF on the 1st day of class. Failure to submit it on the 1st day constitutes a failure.

### **Time Sheet**

This is documentation of your contact hours. You are to keep a weekly tally of your hours. You are to submit the final time sheet as a PDF with signatures due the last day of class.

### **Supervision Log**

This log is an account of the amount of time you spent face-to-face with your supervisor. This document is due the last day of class with signatures submitted in PDF.

### **Student Evaluation**

Your supervisor is to do a final evaluation of your work with a grade recommendation. This is due the last day with signatures as a PDF. Please note that this is a grade recommendation. Professor McCrary has the final say.

### **Education Contract**

All practicum students are to develop the Ed Contract on their own by discussing with your supervisor the specifics of your practicum. No site supervisor is to do the contract for you.

This is the only assignment graded on a point fashion. The highest grade is 100 with the option to remake. The highest score for a remake is 80. If you do not submit a contract you will receive a grade of 0 that will remain as your grade for this assignment despite the fact that you still have to turn in a contract.

There will be two submission links: Ed. Contract-1st Draft (submitted as a Word doc.) and Ed Contract-Final Draft (submitted in PDF). Only those students who submit their 1st draft on its due date have the privilege of a remake. Submit drafts in the 1st draft link until Professor McCrary approves your contract. Once approved, obtain signatures and submit as a PDF.

### **Human Service Skills & Time Sheets**

All students are expected to have “hands on” experience of the various Human Service skills that are required for this practicum experience. You are to document your practice of these skills in your Time Sheets. There should be a variation throughout the semester.

### **Case Study**

Students are expected to present a case study by selecting cases so that Professor McCrary can track the student's practicum experience in applying the Domains into practice and to give you feedback on your developing skills. The required minimum is two (2) cases to present. You will receive a 0 if you fail to present a case and/or if you are unable to demonstrate proficiency in assessment, diagnosing, and treatment planning skills.

### **Student Behavior/Attitude**

This will be measured by your attitude toward authority, autonomy, eagerness and receptivity toward receiving feedback from Professor McCrary and your site supervisor. Professor McCrary will focus on several aspects of practice, for example: "How do you make the best use of your case discussion? How open are you to modifying ways of handling your emotions and counselor traps (countertransference) in order to permit new learning?"

### **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#) and [HCCS Distance Education Student Handbook](#)

### **PROFESSOR'S REQUIREMENTS**

#### **Student Responsibilities**

- Read, sign, and submit required forms.

- Submit assignments complete, according to instruction, and on time—no late assignments are accepted.
- Attend and be prepared for class by reading and completing all assigned work in advance.
- Actively participate in lectures, discussions, and activities.
- Provide and consider constructive evaluations and feedback.
- Cooperate with, support, and be respectful of your colleagues and the professor.
- Communicate with Professor McCrary concerning any issue or difficulty, preferably before it becomes a significant problem.
- Make a full effort on all assignments. I will do all I can to be fair, but you earn your grades.
- Adhere to the college's academic standards.

Students who demonstrate an unprofessional attitude of disrespect, avoidance, unwillingness to collaborate, lack of self-efficacy and lack of autonomy or any other unprofessional behavior will not be endorsed for a practicum. The Student Classroom Behavior Measurement will be used as an early alert method to inform a student of their classroom behavior. The form can be found in the class under its name.

### **Cellular Phones**

Put cellular phones on silent mode. If you are either expecting an important call or an emergency, please step out of the class. If stepping out of the class becomes a repeated behavior (2 or more) then the student will receive a tardy for early departure. Please be considerate of others and respond to calls either during a break or until class is dismissed.

### **Grading Scale**

90 - 100 = A 80 - 89 = B 70 - 79 = C 69 and below = F

There are NO D's in Human Services Program.

### **HCC Grading Scale**

The Human Services Technology Program does not give Ds and any student earning a 69% or below will not be successful moved on to next skill level. Students must have a 3.0 grade point average in Human Services classes to apply for a practicum.

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

## HCC Policy Statements

Access Student Services Policies on the Web site: <http://central.hccs.edu/students/student-handbook/>

### Access DE Policies on their Web site:

*All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.*

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>

### Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

## ADA

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, ect.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Office.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook.

## Student Attendance, 3-Peaters, Withdrawal deadline

The state of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than 6 total course withdrawals throughout their education career at a Texas public college or universities. HCC charges a higher tuition for students registering for the third



or subsequent time. If you wish to be withdrawn from your class this can be done on line any time before withdraw due date or on a campus with a registrar. Pay special attention to the deadlines. At the end of the course if you have not officially withdrawn you will receive the grade you have earned. The last day to officially withdraw is 3 April 2017.

In addition to tuition there is a \$24. Fee for each HCCS distance education class.

As stated in the HCCS catalog students are expected to attend classes regularly. Students in DE courses must log into their Canvas course or they will be counted as absent. Although it is the responsibility of the student to drop a class for non-attendance, the instructor also has the authority to block a student from accessing Canvas, and or drop a student for excessive absences or failure to participate.

DE students who do not log into their Canvas course before the Official Day of Record will AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

HCC has instituted an Early Alert System by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences or poor academic performance. International Students. Please contact 713-718-8520 if you have any questions about your visa status.

### **HCC Student Services Information**

#### **Academic Support:**

**Early Alert. The HCC Early Alert Initiative is a college-wide effort to successfully retain students who are at risk of failing, withdrawing or dropping a course. This joint effort between Instruction and Student Services identifies students that are performing poorly in the classroom so that effective support services can be provided to the student. If for any reason Professor McCrary suspects a student at risk of failing, the student’s name will be referred to the Early Alert Initiative.**

**Upswing. For written assignments only, you can now submit papers to upswing. Your work will be reviewed by HCC tutors with 24-hour turnaround. Students are strongly urged to use these tutors to review for proper spelling and grammatical errors, as these will negatively affect your grade.**

#### **Classroom Conduct**

I expect students to conduct themselves professionally in their communications with me, their classmates, and college staff and administration. Behavior inappropriate to the collegiate setting

(including but not limited to abusive/derogatory/threatening/harassing language directed at the instructor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

**Cellular Phones:** Put cellular phones on silent mode. If you are either expecting an important call or an emergency, please step out of the class. If stepping out of the class becomes a repeated behavior (2 or more) then the student will receive a tardy for early departure. Please be considerate of others and respond to calls either during a break or until class is dismissed.

***TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.***

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

**Formatting Assignments/Papers:**

APA formatting- <http://library.hccs.edu/>

**Psychology papers**

Sample APA papers: <http://bcs.bedfordstmartins.com/resdoc5e/>

Paper submittal for review: <http://hccs.askonline.net/> this is a FREE service through HCC.

Submit your papers prior to sending them to me through Askonline tutors.

**Student Association**

If you wish to join the student association, contact Professor Kegler at, 713--718--5535 or email to [larry.kegler@hccs.edu](mailto:larry.kegler@hccs.edu)

**Department Web page**

To access this, go to the HCCS website and search Coleman and Human Services Technology Program.

**HSTP Student Handbook:** This is found at the Program website.

**EGLS3-- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student

feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research--based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College Student System online near the end of the term.