



CMSW 1267: Human Services Practicum

CRN# 71505

Summer 2018

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): Eight (8) Weeks.

Coleman Campus – Room 461 | 1:00 pm – 2:00 pm |

Wednesday

Instructor: Katrina A. Gary-Fortè, MS, MAC, SAP LCDC

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

Office Location and Hours: Suite 412, room 414, 1900 Pressler Dr. Houston

Office hours are posted outside of my door and hours outside of those posted 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.

8-Week Calendar (June 4, 2018 – July 29, 2018)

Please refer to the Canvas class calendar.

Syllabus Up-Dates and Revisions

Professor Gary-Fortè 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.

American Psychiatric Association. (2013). Desk Reference to the DSM 5. American Psychiatric Publishing, 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).....	40%
Drug Screen	2%
Student/Supervisor Agreement Form.....	5%
Ethics Form.....	2%
Time Sheets.....	12%
FinalTimeSheets.....	5%
Supervision Log.....	2%
Education Contract.....	10%
Student Behavior/Attitude/Attendance.....	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_CMSW1267. 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 Gary-Fortè 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 1st week of class submitted as a PDF. Failure to submit it on the due date 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. Every two weeks your timesheet must be submitted as a PDF with an approved site supervisor's signature on it. You are to submit final time sheet as a PDF with signatures due the last day of class. Failure to secure signatures on your timesheet will result in a zero for the assignment, and may result in contact hours not being approved.

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 Gary-Fortè 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 the 1st remake is 80, 2nd remake is 60 and 3rd remake is 40. 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 Gary-Fortè 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 Gary-Fortè 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 Gary-Fortè and your site supervisor. Professor Gary-Fortè 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 Gary-Fortè 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 60 – 69 = D 59 and below = F

HCC Grading Scale

Students must successfully complete all required Human Services Classes and have at least 3.0 grade point average in those 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 HCC Online Policies on their Web site:

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

The HCC Online Student Handbook contains policies and procedures unique to the online 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 HCC Online 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 HCC Online Student Handbook by visiting this link:

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

Withdrawal Policy:

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting students to no more than 6 total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, an Early Alert process by which your professor will “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or academic counselor to learn about what, if any, HCCS interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, contact a counselor prior to withdrawing (dropping) the class before the withdrawal deadline to receive a “W” on your transcript. **Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.** The last day to officially withdraw is **July 9, 2018**. The official date of record is **June 11, 2018**.

HCC Policy Statement - ADA

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the

student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor, Brandy Lerman, may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a *new*, updated letter of accommodation within the first three days of **each** semester.

HCC Policy Statement: Academic Honesty

Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class, but are unethical and unprofessional. In this class, students found guilty of academic dishonesty will receive a 0 for that assignment or an F for the course. Individuals found guilty for unprofessional behavior will not be allowed to return to the class. If you are no longer allowed to return to the class then you may receive an F or a W for the course.

If you are aware of anyone behaving unethically and/or unprofessionally, both inside and outside of this class; then you are encouraged to bring it to my attention otherwise, **maintaining secrecy may subject you to the same consequence.** Please refer to HCC Student Handbook: <http://www.hccs.edu/hccs/current-students/student-handbook>. Violations will be documented in your student file and may subject you to a consequence such as denial for a practicum or dismissal from the program. Violators' names will be posted in this class.

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 July 9, 2018.

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 Gary-Fortè 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.

Use of Camera / Recording Devices

Use of recording devices, such as camera phones, voice recorders etc., is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs.

Title IX:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex- including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to: david.cross@hccs.edu

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

Department Web page

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

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.

Basic Needs

“Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students, Dr. Patricia Ugwu (patricia.ugwu@hccs.edu or 713-718-7061) for support. Furthermore, please notify the professor if you are comfortable in doing so.”

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

HB 1508 Statement

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

Syllabus Up-Dates and Revisions: Professor Gary-Fortè reserves the right to alter or amend this syllabus as needed for the best interest of the students.

Most Recent Up-Date: 9 July 2018.

Revisions: All previous syllabi are null and void.