



## **SCWK 1321 Orientation to Social Services**

**CRN#16693 Fall 2016**

**3 hour lecture/48 hours per semester/16 weeks**

**Professor:** Larry Kegler, MS, HS-BCP & larry.kegler@hccs.edu

**Professor Contact Information:** [Send a Message located on the left hand side in the classroom.](#)

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. Feel free to come by my office anytime during these hours.

### **Course Description**

Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions. Review of current information regarding indications for the methods of treatment and/or services

### **Prerequisites**

Completion of developmental English classes or passing grades on the English portion of the college assessment exam.

## **Course Goals**

1. Define the concept of Human Services
2. Summarize the concepts of volunteer work vs. human service technologist.
3. Professional development in Human Services defined.
4. Distinguish what is a problem and types as defined by McClain.
5. What constitutes a client in human services

## **Course Student Learning Outcomes**

Differentiate between the concepts of social welfare and social insurance; conceptualize social service programs that are provided under social welfare; determine which programs are provided under social insurance; assess client needs to determine eligibility for various social service programs; list and describe eligibility criteria for major social service programs; define terminology used by social service providers and apply the terminology to the delivery of social services; and compare the legislation that established major social welfare programs with the regulations enacted by the Department of Health and Human Services and the effect they have on service delivery.

## **Learning Objectives**

Student will be able to classify types of human services.

Label Human Service positions

Distinguish the difference between jobs that are considered volunteer and those that are Human Service Technology

Differentiate concerns of clients and categorize as to origin.

Generalize the referral services and how they are selected.

Student will:

Examine the historical developments of Human Services and related fields of study.

Predict what kinds of concerns or problems that clients

## **SCANS or Core Curriculum Statement**

C7 Interprets and communicates information

Task: Can read information about various organs of the body and interpret their function in a multiple choice exam.

C19 Apply technology to task

Task: Can submit all course requirements in the proper tool in blackboard.

C20 Maintains/troubleshoot technologies

Is able to update browser by consulting with technical advisors at distance education.

Task: Uses course software to access syllabus.

F16 Self-management

Task: Completes assigned projects and tasks according to class calendar as set forth by the instructor.

**Description of Module:**

Student participates in online discussions and demonstrates leadership through meaningful responses.

C18 Select technology

**Description**

Chooses procedures, tools including computers and related technology.

**Objective**

Students will learn how to use power point to make a presentation on line post discussions and submit assignments in required format.

**Description of Module**

Evaluation is completed by grading the quality of the discussions, assignments and presentations.

Rubrics will become more involved as the skill improves.

F1 Reading

**Description**

Locate, understand and interprets written information from texts and assignments.

**Objective:**

Students will read, interpret and apply information from each of the counseling theories taught.

**Description**

Student will be able to present and apply materials from two theories to the class via computer.

## F9 Problem Solving

### Description

Recognizes problems and implements plan for action

### Objective

Student will be able to give an example of the proper use of each theory used in treatment.

### Description

Student will be able to apply theories to a specific client or situation.

Evaluation will be based on students showing knowledge of the application of the specific theory to the individual client.

## **Program/Discipline Requirements**

The Human Services Technology program is accredited by The Council for Standards in Human Services Education. The Human Service discipline discusses academic and practicum site difficulties or acts of dishonesty and determines the best solution. This committee reviews practicum applications and reserves the right to add to policy statements with a 3 month notice

## **Course Calendar 16 Weeks**

Subject to change by Instructor

**Week 1** Sign on to Canvas, self intro discussion

**Week 2** Chapter 1 in An Introduction to Human Services, Discussion, quiz 1

**Week 3** Chapter 2 A History of Helping, discussion, quiz 2

**Week 4** Chapter 3 Human Services Today, discussion, **assignment 1** and quiz 3

**Week 5** Chapter 4 Models of Human Service Delivery, discussion, quiz 4

**Week 6** Chapter 5 Clients and Helpers in Human Services, discussion, quiz 5

**Week 7** Begin work on Ethics Paper, outline for paper

**Week 8** Chapter 6 The Human service Professional, discussion, **assignment 2**, quiz 6

**Week 9** Ethics Paper due on Thursday instruction found on home page

**Week 10** chapter 7 The Helping Process, discussion, quiz 7

**Week 11** chapter 8 Working Within a System, **assignment 3**, quiz 8

**Week 12** discussion

**Week 13** Chapter 9 Professional concerns

**Week 14** **Assignment 4** quiz 9

**Week 15** closure on above discussions and assignments

**Week 16** All ATTC paperwork due found in assignments area

### **Instructional Method:**

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of Human Services, modeling good teaching strategies, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of Human Services.

### **Student assignments**

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as a Human Service worker.

### **Student Assessment(s):**

9 quizzes offered, 8 required multiple choice 20-40 questions each covering 4 chapters  
assessments are given on line

2 chances at each quiz- highest score accepted (please note 1 attempt and second attempt are different)

Discussions will always be 150 words for original posting and 100 words for a response to a different student each week. **You must respond to at least one discussion per each discussion area in order to get the full percentage at the end of the semester.**

4 Assignments all required

### **Instructor Requirements**

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
- Instructor will place on the syllabus all required work for the semester. Mistakes or serious changes will be positive for the student.
- It is the instructors policy to not accept late work.
- Instructor may take up to 14 days to correct written assignments it only requires you participate by filling out 3 forms.

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

## **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.

### **Instructor Grading Criteria**

Quizzes 40% of grade

Assignments 30 % of grade

Discussions. 10% of grade

Ethics paper 20% of grade

No late assignments, No late tests, No late discussions will be accepted.

All required work will be turned in on time.

### **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**

A = 100 – 90;	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
D = 69 – 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

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.

### **Grading Criteria**

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course 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 instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

### **Instructional Materials**

Textbook **An Introduction to Human Services**, 7th edition, Marianne Woodside/Tricia McClam. Brooks/Cole Cengage Learning 2011.

# **Instructional format**

## **Rubric**

1. Times New Roman: Font size 12- 5 points
2. Citations APA format-10 points each missing
3. Reference page
4. Follow instructions/directions by teacher
5. No plagiarism- 0 on paper if plagiarized. Must cite work
6. Paragraph format-answer each question in a paragraph format>10 points each question if not met
7. Spelling, punctuation, sentence structure: Do not rely on spell check. 5 points taken for each spelling error, punctuation and sentence structure.
8. Was the question answered fully/There are no partial answers to responses -If question was not answered fully 20 points taken
9. Number each question and type out each question- For example, Q1 What is existential therapy? 5 points each
10. Margin of papers: 1" Top, 1" Bottom, 1" Right and 1" left. 5 points taken off if not met.
11. NOTE: All course work will usually be graded and returned with 3-5 days of the due date of the submission. But may take up to 14 days.

\*\* Total points for papers 100%

\*\*There may be some papers that will have either a Pass=Answered all questions posed or Fail=Did not answer all questions either properly or at all. A total of 8 assignments fit these criteria

### **HCC Policy Statement: 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 by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

### **HCC Policy Statement: Academic Honesty, On Line Tutoring**

HCC provides FREE online tutoring in writing, math, science, and other subjects. Click on the “ask online” button in the upper right hand corner of the blackboard listings page. This directs students to the online tutoring site <http://hccs.askonline.net/>.

All of the assignment, discussions and quizzes are available on line and by registering for a distance education class you are agreeing to not receive help with the work other than college employee.

### **HCC Policy Statement: 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 anytime before the 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.

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 Eagle Online class 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 Eagle Online, and or drop a student for excessive absences or failure to participate.

DE students who do not log into their blackboard class 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**

Distance Education Advising and Counseling Services

Much distance education information can be found on the DE student services website [www.de.hccs.edu](http://www.de.hccs.edu) For fastest DE counseling services e-mail [decounseling@hccs.edu](mailto:decounseling@hccs.edu) Counselors and student services associates can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

### **Formatting Assignments/Papers:**

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

Psychology

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.

### **DISCRIMINATION**

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oi@hccs.edu](mailto:oi@hccs.edu). Additional

information may be obtained online. Visit

<http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or [renee.mack@hccs.edu](mailto:renee.mack@hccs.edu)

Syllabus Up-Dates and Revisions

I reserve the right to alter or amend this syllabus as needed for the best interest of the students.

Most Recent Up-Date: August 24, 2015 ( Revisions) All previous syllabi for this course are null and void.

#### DISCRIMINATION

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oi@hccs.edu](mailto:oi@hccs.edu). Additional information may be obtained online. Visit

<http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or [renee.mack@hccs.edu](mailto:renee.mack@hccs.edu)

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 email account, then go to the

button at the top right that says Login and enter your student number.

**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.

