



**Coleman College for Health Sciences
Human Services Department**

**CMSW 1353 Family Intervention Strategies
CRN 16884 - Spring 2017
*Distance Education**

3 hour lecture/48 hours per semester/16 weeks Official date of record- January 24th

Instructor:

Professor Phinazee (Fin-uh-zee)

Email: Canvas Only (Inbox link on the left side of our course page)

I'm so happy that you're in my class. 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 and I am available to hear your concerns.

Course Description:

This course provides an exploration of group counseling skills, techniques and stages of group development.

*This course is completely online. All instruction, communication, advising, testing, etc. will take place online only. Students interested in face to face instruction, etc. are encouraged to register for in person section of this course.

Prerequisites:

DAAC 1417 recommended.

Course Student Learning Outcomes

1. Distinguish between major theories of assessment, intervention, and treatment
2. Develop self-awareness as connected to the family system
3. Evaluate family typologies
4. Apply basic intervention strategies

Learning Objectives:

1. Identify issues of confidentiality and ethics in family assessment
2. Demonstrate assessment and management skills
3. Define and use terminology related to the family dynamics; differentiate between types of families
4. Describe the basic stages of the family lifespan
5. Cite examples of client documentation and use of record keeping skills

Student assignments:

Assignments have been developed that will enhance your learning, help you to better understand a topic and connect information to real world experiences. You will need to remember this information for your success in your career as a Human Service worker.

Students are advised to carefully review the rubric for an assignment as well as all instructions before turning in work. The rubric will outline *how* your grade will be determined and reviewing instructions multiple times will ensure that you don't leave anything out, etc. (Don't delete instructions from assignments unless directed to do so).

Also, writing is very important in our courses just as it will be in your human services career. Professional, college level writing is required in ALL assignments and email communications. No text talk allowed! Pass/fail assignments that contain three errors (grammar, punctuation, spelling, tense, sentence structure, etc.) will automatically be graded as a fail. Improper emails that are sent will be replied to only with "please correct & resend." This may seem harsh to some of you, but professional, college level writing is the expectation and you must get into the habit of practicing it.

Course requirements:

Quizzes: Two attempts are provided on each quiz with only the highest grade being used. Multiple choice questions (20+).

Discussion boards: Students must respond to every class discussion the instructor posts to the board. Your original post must be at least 150 words. Additionally, you must respond to another student's post and your responses must be at least 100 words. Also, you must respond to a different student each time.

Assignments: Instructions for each will be posted on our course page. Students are also strongly encouraged to review the grade rubric for assignments.

Book critique: Students must read, *It Will Never Happen to Me*, and complete a critique by the end of the semester. Read the handout, "Writing a Critique" and follow the instructions.

Character assignments: These assignments are a progressive process that starts by gathering information and reaching a final conclusion about you. If you miss an assignment you are encouraged to still complete it since each assignment will be part of your family paper. These assignments are graded on a Pass/Fail basis which will be converted numerically (passing = 100 and failing = 0). No partial credit will be given.

1 Paper: Students will be required to complete a genogram and a paper. A genogram is an illustration of three generations of your family. Your paper will be a thorough analysis of your family genogram and include information from your completed assignments. Formatting information may be found on our course page.

Peer review: The role of the reviewer is to evaluate a classmate's (peer) competence and work by grading the peer's rough draft of the genogram and critique based on established criteria. The reviewer receives a grade for this. Peer is the student who sends their paper to a reviewer. A peer who fails to send a paper for review will have 25 points deducted from their final genogram and paper and/or critique. Reviewer is the student who *grades* a fellow student's genogram, paper and critique; they also give constructive feedback. Reviewers are to grade according to the provided grading criteria. The reviewer's grade will consist of: constructive feedback – 20 points, assigning a grade -20 points, determine if the peer followed the guidelines-20 points, determine if the peer

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wrote sufficient and suitable information for each section-20 points, and if the peer employed critical thinking-20 points. In the event that a reviewer does not receive a paper from their peer by the deadline, then the reviewer must provide proof (also by the deadline) of efforts to contact their peer. Acceptable proof includes copies of sent emails.

Confidentiality: In the natural course of this class, a student may disclose very private information about themselves or members of their family. Therefore, maintaining confidentiality is not only a professional responsibility, but an expectation of this class. To protect those who self-disclose, students should not share any information outside of this class. If a student feels there has been a breach of confidentiality and brings it to my attention, then I will investigate and determine the outcome(s). Those who are found guilty will be required to meet with me to discuss the incident and review a completed classroom behavior measurement form which will also be placed in the student's department record.

Classroom behavior: It is our shared responsibility to develop and maintain a positive learning environment for everyone. I take this responsibility very seriously and will inform students if their behavior creates a disruptive or unsafe learning environment. As a fellow learner, you are asked to respect the learning needs of your classmates and assist me in achieving this critical goal.

A student may not be approved for a practicum placement if they demonstrate an attitude of disrespect, silent avoidance, unwillingness to collaborate, lack of self-efficacy, lack of autonomy or any other unprofessional behavior.

Cell phones: In person class students must put their cell phones on silent or turn them off. If you are either expecting an important call or have an emergency, please step out of the class to take or make your call. 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 after class is dismissed. (Not applicable in online courses□)

Instructor Requirements

As your instructor, it is my responsibility to...

- provide the grading scale and detailed grading information explaining how student grades are to be determined
- facilitate an effective learning environment through class activities, discussions, and lectures
- describe of any special projects or assignments
- inform students of policies such as attendance, withdrawal and tardiness
- provide a course outline place the syllabus on the class page
- not accept late work

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

- log into our class page regularly and participate in class discussions and activities each week
- review ALL posted course information and follow instructions
- read and comprehend the textbook
- complete the required assignments, quizzes, critique, genogram and paper on time
- ask for help when there is a question or problem
- take personal responsibility for your success
- keep copies of all paperwork, including this syllabus, any handouts, all assignments and drafts of paper

Technical difficulties: No accommodations will be granted because of technical difficulty unless DE.CMSW 1353. This syllabus may be changed with or without notice. Updated January 2017.

the difficulty was a glitch in the college system. I recommend you visit an HCC computer lab because their systems are more stable and they have staff available in the event of any technical problems. (Note: The computer lab staff does not provide academic advising, tutoring or assignment assistance).

*Being new to online learning or returning to school after several years will not excuse you from any course requirements. All students are encouraged to get in the habit of reading everything on the course page, following instructions and managing their time well; this will assist you in doing well in this course. In addition, talk with other students; students who help other students tend to perform better in classes. You can do it!

Human services grade info.

The Human Services Technology Program does not award 'D' grades and any student earning a 69% or below will not successfully move on to the next skill level. Also, students must have a 3.0 grade point average in Human Services classes to be eligible for a practicum.

Grading criteria

Your instructor will provide quizzes, assignments and activities 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 that you are not mastering the material and skills, you are encouraged to reflect on how you study and how you 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.

Genogram & Family	30%
*Quizzes	20%
*Assignments	20%
Book Critique	15%
Peer Reviews	15%
**Attendance	10%
***Total	110%

*Your lowest grade will not be counted in these areas.

**Attendance in online sections consists of regular (at least weekly) online activity/logging in.

*****No late work is accepted in this course**, but extra points are built in that will allow a student to compensate for an emergency or missed deadline. **Again, no late work will be accepted**; any exception may only be provided in emergency situations and only at the discretion of the instructor. All required work is expected to be turned in on time.

Students are not permitted to submit work from previous semesters. A student who is repeating this course and submits duplicated work will either receive a 0 for that assignment, an F for the course for academic dishonesty or will be administratively withdrawn from the course. My investigation will determine the consequence.

Human Services Department Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

69 and below = F

IP (In Progress) is given only in certain developmental courses; this is NOT a developmental

course therefore no IP's will be given. A student must be enrolled to receive credit. COM (Completed) is given in non-credit and continuing education courses; this is not a continuing ed. course. To compute your grade point average (GPA), divide the total grade points by the total number of semester hours attempted. Grades "IP," "COM" and "I" do not affect GPA.

Incomplete: An "I" (Incomplete) is a conditional and temporary grade granted only when a student is passing the course, but for reasons beyond their control, have not/cannot completed a relatively small part of the course requirements.

Please inform me of your reason for not being able to complete the course. I usually make these determinations when 3/4th of the semester is over. If approved then you will be notified of your deadline to submit remaining work.

An incomplete extends through the next full semester. At the end of that extension the "I" will automatically convert into an "I/F" if the student does not complete unfinished work. It is your responsibility to maintain contact with me about your progress.

Grievances: A grievance is an actual incident, which can be substantiated and is regarded by the student as a just cause for protest. Persons whom a student can file against include another student, professor, administrator or staff member in the college. The first step to resolve the issue is to settle it informally by discussing the problem with the person directly involved and reaching a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, the student may meet with a counselor for mediation assistance. If the issue is still unresolved, then the student may discuss the matter with the Department Chair. If the student decides to terminate or ignore the process, this will be considered a final action that cannot be reversed via filing a formal grievance at a later date. If the student decides to file a formal grievance then a written statement can be submitted to the Dean's Office.

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. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities.

International Students: Receiving a W or an F may affect the status of your Student Visa. Once a W is recorded on your transcript, it will not be changed to an F because of Visa consideration. International students may contact the International Student Office at 713- 718-8520 for further information concerning Visa status.

Early Alert: The HCC Early Alert Initiative is a district-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 I suspect a student is at risk of failing, the student's name will be referred to the Early Alert Initiative staff.

Upswing: For writing assignments only, you can now submit papers to Upswing. HCC tutors with 24-hour turnaround will review your work.

Instructional Materials

Textbook Goldenberg, H. & Goldenberg, I. (2002). Counseling Today's Families. Brooks/Cole, CA. Black, C. (2001). Most recent edition

Black, C. (2001). *It Will Never Happen To Me*. Hazelden, MI.

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, department chair and dean 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.

HCC ADA Policy Statement:

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

<http://www.hccs.edu/district/students/disability-services/ada-counselors/>

Coleman College

713-718-7376

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

HCC Academic Honesty, On Line Tutoring Policy Statement:

HCC provides FREE online tutoring in writing, math, science, and other subjects. Click on the “Tutoring” link at the top of your Eagle Online course page. This directs students to the online tutoring site <https://hccs.upswing.io/>. All of the assignments, discussions and quizzes are available online and by registering for a hybrid course, 50% of the semester will include independent online activities.

Plagiarism will result in a grade of zero. I will determine whether you earn a zero for the assignment or for the course.

Discrimination:

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 is 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. 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.

HCC Student Attendance, 3-Peaters, Withdrawal Deadline Policy Statement:

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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 the withdrawal due date or on a campus with an admissions representative. 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.

International students: Please contact 713-718-8520 if you have any questions about your dropping a course in relation to your visa status.

Formatting Assignments/Papers:

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

Online writing lab for APA papers: <https://owl.english.purdue.edu/owl/resource/560/01/>

Paper submittal for review: <https://hccs.upswing.io/> this is a FREE service through HCC. Students are encouraged to submit written work to a tutor prior to turning it in for a grade.

Have a great semester! ☺