



**Coleman College for Health Sciences
Human Service Technology Department**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/>

SCWK 1321: Orientation to Social Services | Lecture | #17782

Spring 2021 | 16 Weeks (01.19.21 - 05.16.2021)

Online

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Professor Phinazee, M.S.

Virtual Office Hours: Visit Canvas

Email: Canvas only/Select "Inbox"

Please feel free to contact me concerning any problems that you are experiencing in this course because your performance in this class is very important to me.

Instructor's Preferred Method of Contact

If you need to contact me, please use the Canvas email to send me a message.

You may also post in our weekly chat room; I and/or your classmates will post responses there. All students should visit the chat room section weekly. I will respond to most emails during within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week. All instruction, advising, etc. will take place online only.

Course Welcome

Welcome to Orientation to Social Services! As long as you manage your time well, read everything and follow instructions, you should do well in this course.

Also, note that during this course you may be exposed to opinions, ideas and/or beliefs that may differ from yours. Regardless, the expectation is that everyone in the course remain professional and respectful.

Prerequisites and/or Co-Requisites

Students must have completed developmental English classes or achieved a passing score on the English portion of a college placement exam. College level writing ability is required.

If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of SCWK 1321 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>). All instruction, advising and coursework will take place online only. All gradable items will include posted due dates and rubrics (details about how your item will be graded). Technical difficulties will not excuse you from coursework; the only exception is a system wide outage or technical issue. Use [FIREFOX](#) or [CHROME](#) as the internet browser.

Please visit the [Resources For Students- COVID page](#) for information about wi-fi and device support.

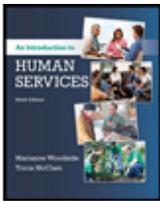
HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Look in Canvas for the assignment scoring rubrics and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is required for this course.

An Introduction to Human Services (9th edition) by Marianne Woodside & Tricia McClam, (Cengage Learning). ISBN: 9781337567176

You may purchase this text from the [HCC Bookstore](#) & have it delivered to your home. No delivery charges!

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

For library training and resources, please visit:

https://library.hccs.edu/online_instruction/schedule

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of

the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

SCWK 1321 introduces 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. It also includes a review of current information regarding indications for the methods of treatment and/or services.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://learning.hccs.edu/programs/human-services-technology>

Course Student Learning Outcomes (CSLOs)

Upon completion of SCWK 1321, the student will be able to:

1. Student will be able to classify types of human services and label human services positions. Distinguish the difference between jobs that are considered volunteer and those that are human service technology jobs.
2. Differentiate concerns of clients and categorize as to origin.
3. Generalize the referral services and how they are selected.
4. Student will also examine the historical development of human services and related fields of study.

Course Learning Objectives

1. Student will be able to classify types of human services and label human service positions. Distinguish the difference between jobs that are considered volunteer and those that are human service technology jobs.
2. Differentiate concerns of clients and categorize as to origin.
3. Generalize the referral services and how they are selected.
4. Student will also examine the historical development of human services and related fields of study.

Student Success

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 professional.

In addition, successful completion of this course requires a combination of the following:

- Reading the textbook
- Logging in regularly and actively participating online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading), following instructions, managing time well and studying the material.

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments

As a student, it is your responsibility to:

- Regularly log in to check for any messages, announcements, etc.
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Save copies of all paperwork, including this syllabus and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook.

Assignments, Exams, and Activities

Assignments

To help you better understand a topic, you will be given assignments on key information that will not only enhance your learning but will provide a foundation for success in your career as a human service professional.

Late assignments are not accepted. In addition, assignments are required to be turned in electronically in the submission section and in the same file format as was provided. Emails, comment section, discussion board and pictures are not accepted for assignments. Still, life happens and for that reason, your lowest score will not be counted toward your final course grade. Also, be sure to check your file before you submit it. Submitting a blank worksheet, the wrong assignment, etc. will result in a grade of zero and the assignment will not be reopened. In addition, work from previous semesters will not be accepted.

Exams

Timed quizzes will provide an opportunity for you to demonstrate mastery of course content. Students are strongly encouraged to read, review and repeat in preparation for the quizzes. You will not have enough time to look up answers for every question.

Quizzes will not be reopened and there are no makeup quizzes. However, you will have two attempts on each quiz and your lowest quiz grade will not be used in the calculation of your final course grade.

Grading Formula

30% Assignments
20% Quizzes
20% Discussion Boards
30% Ethics Project

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course and a request must be submitted to the instructor. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

While a student may earn a grade of "D" in a Human Service course, that grade is not accepted by the program and the course must be repeated.

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

The course calendar will be available in Canvas. Items that are due soon will be listed with the due date and time.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Late work is not accepted in this course. However, to compensate for those 'life happens' moments, your lowest assignment grade and your lowest quiz grade will not be counted toward your final course grade.

Academic Integrity

Students are expected to conduct themselves with honor and integrity in fulfilling course

requirements. Any student accused of cheating, plagiarism (the appropriation of another's work) and/or collusion (unauthorized collaboration with another in preparing work for credit) may either receive a grade of "F" on the assignment or administrative withdrawal from the course. The instructor's review of the situation will determine the consequence. Scholastic Dishonesty will also result in a referral to the Dean of Student Services. See the link below

for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Technical Compliance

Students are expected to maintain a state of technical compliance, including (but not limited to) a stable internet connection and up-to-date software (as required by the instructor). The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

Resource info. is available on our Canvas page for those who may need wi-fi assistance, etc.

Attendance Procedures

Students are expected to log in regularly (weekly) and actively participate in the course. It is recommended that students treat this online course like an in person one and schedule the same days/times each week to work on course activities. Students who do not regularly log in and actively participate by the official date of record (**Feb. 1, 2021**) of the semester will be marked "absent," considered as "never attending" and the registrar will drop you from the course.

Student Conduct

The expectation is that all students conduct themselves with professionalism at all times. This includes email communication, discussion board posts, etc. There are consequences for disruptive and/or unprofessional behavior. These consequences may include the completion of a behavior checklist and/or referral to the dean. The behavior checklist is a Human Service Program form used to document unacceptable student behavior; students are provided constructive feedback and the opportunity to improve. These forms are also used in the decision-making process of reviewing practicum applications. Practicum placement is reserved for students who not only meet the application requirements, but who are also ready professionally, emotionally and behaviorally.

Human Service Technology Program Information

Human Service Technology students may select from the following tracks:

- AAS- Human Services
- Certificate- Licensed Chemical Dependency Counselor
- Occupational Skills Award- Community Health Worker
- Occupational Skills Award- Prevention Specialist

Students also have the opportunity to join the Human Service Technology Student Association.

Human Service Technology Program: Virtual Learning Policy

In response to COVID-19, temporary measures have been enacted to ensure that all students are provided with a safe, supportive, and professional online learning environment.

We ask that our students be in a location that is conducive to an effective online learning environment. This location should model, as close as possible, a classroom atmosphere. Anything that can't or shouldn't be done in a face-to-face classroom setting should not be done during your online lecture. Examples of inappropriate online behavior may include smoking, alcohol consumption, driving, inappropriate dress, lying in bed, logging in and leaving for an extended period, etc. If you have any questions about this policy, please contact your instructor.

Thank you for your support and have a great semester!

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 that 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.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness

- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating with HCC faculty and staff via email, HCC requires students to communicate only through the HCC email system, using your HCC student email address, to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Communication in this course is conducted via Canvas Inbox only.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short-term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

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
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow regarding general complaints. Issues with any of your instructors should first be addressed with that instructor. If no resolution is obtained, contact the department chair. The academic dean may be contacted when resolution is not obtained with the department chair.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

I, Professor Phinazee, am the Program Director/Department Chair for the Human Service Technology Program (including HPRS 1201). Therefore, you now know you may contact me... via Canvas email. 😊 Have a great semester.

