



Assessment & Service Delivery-15434

CMSW-1313

RT 2022 Section 1 3 Credits 01/18/2022 to 05/15/2022 Modified 01/14/2022

Course Meetings

Course Modality

Virtual on-a-schedule

Meeting Days

Wednesdays

Meeting Times

6:00pm - 8:50pm

Meeting Location

Zoom platform

Welcome and Instructor Information

Professor: Dr. Rick Parrott

Email: rick.parrott@hccs.edu

Phone: 2817409244

What's Exciting About This Course

My goal as a professor is to inspire you to learn and to challenge you to reach your fullest potential in this course. Please read emails and announcements regularly.

My Personal Welcome

I am pleased that you are in my class. Although you may look at this class as a stepping-stone to furthering your education, I hope you recognize that as the class proceeds you will be learning important lifelong skills that may help you in other classes, your career, and your personal life.

Preferred Method of Contact

Canvas email.

Office Hours

Hour following class

Virtual

M: 2pm

T: 5pm

W: 10am

Th: 5pm

F: 11am

Course Overview

Course Description

A study of interviewing and assessment instruments and approaches for working with multicultural population. Emphasis on service delivery systems. Topics include awareness of commonly used assessments, ethical standards of practice; awareness of multicultural issues and competence in service delivery.

Requisites

Must be placed into college level reading, writing and MATH 0308 in math.

Department Website

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

Core Curriculum Objectives (CCOs)

The AAS in Human Service Technology includes courses that satisfy the Core Curriculum General Education requirements for Workforce Programs.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at:

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

Course Student Learning Outcomes (CSLOs)

Upon completion of CMSW 1313, the student will be able to:

1. Produce a comprehensive psychosocial history.
 - 2.1. Develop a referral network of community resources for needs identified in the psychosocial.
 - 2.2. The use of ROI in the referral process.
- 3.1. Recognize and familiarize with various codes of ethics as it relates to practice and violation.
- 3.2. Recognize HIPPA standards as it relates to maintaining confidentiality of electronic records.
- 3.3 Compare the Texas Code of Mental Health as it relates to law and practice.
- 4.1. Familiarize use as a reference the Texas State Law on confidentiality.
5. 1. Incorporate other professionals who would be able to provide additional assessment information systemically.
- 5.2. Develop a comprehensive network of professionals.

Learning Objectives

1. Identify and synthesize the Biopsychosocial Models of assessment.
2. Recognize the code of ethics and clarify your values.
3. Illustrate professional boundaries.
4. Comprehend HIPAA Law.
5. Evaluate suicidality and homicidality.
6. Analyze and construct a psychosocial and treatment plan through screening, assessing, diagnosing and treatment planning.
7. Manage student responsibilities and professionalism.

Departmental Practices and Procedures

Human Service Technology Program: Virtual Learning Policy

In response to COVID-19, measures were 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!

Human Service Technology Program: Grade Criteria

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.

[Classroom Expectations](#)

[Behavior Expectations](#)

Department Specific 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,
- 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
- Have copies of all paperwork, including this syllabus and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Program-Specific Student Success Information

In addition to the [available college support services](#), the Human Service Technology Program also provides the following support and tips to students:

1. Peer Recovery Coaches & Peer Recovery Support Specialists

- Navigate systems of care
- Connect to the recovery community
- Provide support through the stages of recovery
- Connect to local community resources

Visit RecoveryATX.org for more information.

2. **Social Work Interns:** Graduate level social work interns are often available to provide counseling services (free of charge and anonymous) to HSTP students. Contact information will be posted each semester when available.
3. **Course 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:

- Use of the Learning Management System, Canvas
- 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, communicating with your classmates and instructor, and studying the material.

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

Clinician's Thesaurus 8th Ed

Author: Edward L. Zuckerman
Publisher: The Guilford Press
Edition: 8th
ISBN: 978-1-4625-3880-5
Availability: HCC Bookstore

Temporary Free Access to E-Book

Unfortunately, there is no access to an e-book

Other Instructional Resources

Courseware

Content here...

Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
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Type	Weight	Topic	Notes
Participation	15%		<p>Participation is part of your grade and an important measure of active learning by engaging in meaningful class discussion that will enhance your learning experience. Participation rubric:</p> <ol style="list-style-type: none"> 1. Absent or no participation while in class = 0% no credit. 2. Has to be called on to respond, and when called does not offer much. Consistently demonstrates very infrequent involvement in discussions = 25% credit. 3. Offers limited information without elaboration. Consistently demonstrates sporadic involvement in discussions even when called on = 50% credit. 4. Responds to others, however; demonstrates inconsistent involvement = 75% credit. 5. Offers active and consistent participation. Demonstrates critical thinking by analysis and synthesis. Puts together pieces of the discussion to develop new learning = 100% credit.
Classroom Behavior	10%		<p>The subsequent list is inclusive, meaning exhibiting a deficiency in any one of the following throughout the semester will be calculated in your final grade:</p> <ol style="list-style-type: none"> 1) read the assigned chapters and be prepared for discussion BEFORE class. 2) emotional stability (i.e., consistency in emotional reactions), self-control (i.e., regulation of your responses) and tolerance in dealing with setbacks with Dr. Parrott and peers by demonstrating a cooperative and collaborative attitude. 3) open to feedback by responding non-defensively and by altering behavior & academic work in accordance to feedback. 4) communicate with Dr. Parrott about concerns related to your academic performance, preferably before it becomes a significant problem. 5) while in a virtual on-a-schedule course, you are expected to have the visual on at all times, with the exception of breaks. You are also expected to be in a learning environment without distractions (See Virtual Classroom Policy). <p>Students with an overall hostile attitude and behavior will receive a score of 0 for this rubric. Additionally, you may not be endorsed for a practicum until evidence of correction of deficiencies are delivered.</p> <p>Student Classroom Behavior Measurement may be used, in conjunction with HCCS Early Warning.</p>
Written Assignment	7%	Ethics Paper	<p>There are two parts to this assignment. First, read the Ethical Standards for Human Service Professionals then complete a questionnaire. After you complete the questionnaire, select 4 items, write an essay and give an explanation as to why you agreed or disagreed. Follow the instructions found in the handout.</p>
Written Assignment	7%	Boundaries Paper	<p>Complete the boundaries self-assessment, read the article "Maintaining Healthy Professional Boundaries" and follow the directions and answer the questions found in the handout.</p>
Written Assignment	7%	HIPAA Paper	<p>Read Summary of the HIPAA privacy Rule, view the HIPAA training video, and answer questions found in the handout.</p>
Written Assignment	7%	Suicide Paper	<p>Read the article: "Responding to Suicidal Risk." After reading the article, follow the instructions found in the handout.</p>
Written Assignment	7%	Homicide Paper	<p>Read the two articles: "Antecedents to Gun Violence: Developmental Issues and What Works: Gun Violence Prediction & Prevention at the Individual Level." After reading the articles, follow the instructions found in the handout.</p>
Written Assignment	25%	Psychosocial Report	<p>The psychosocial is a thorough and systemic interview & assessment involving psychological, biological and social aspects of an individual's mental, emotional and behavioral condition. You will be assigned a classmate to interview. Follow the directions in the handout. You are to use the release forms given for this assignment.</p>

Type	Weight	Topic	Notes
Written Assignment	15%	Master Treatment Plan	Based on the classmate you were assigned to interview for the psychosocial; the MTP is a concrete formulation of the clinical plan for treatment, describing the method of achieving identified objectives and goals. A template is provided for you. Follow the instructions found in the handout.

Grading Formula

Grade	Range	Notes
A		
B		
C		
D		
F		
Grading		<p>While you may earn a grade of "D" in a Human Service course, the Program does not recognize that grade. To be eligible for a practicum, you are required to maintain a 3.0 or above grade point average in all Human Service courses in which a grade of D will not be calculated.</p> <p>FX is a special category of failing grade. FX is assigned to students who stop attending class (participating in assignments, quizzes, discussions, etc.) and who do not withdraw themselves prior to the withdrawal deadline; either they may be dropped by their HCC faculty for non - attendance or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX," compared to an earned grade of "F" which is due to poor performance. It may also apply to students who disappear after the withdrawal deadline or fail to take the final exam in a course where one is administered.</p> <p>A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress. However, students who receive financial aid but fail to attend class, as shown by your assigning an "FX" as their grade, will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status.</p>

* Instructor's Practices and Procedures

Student Conduct

See Departmental Practices and Procedures & Course Requirement Classroom Behavior.

Attendance Procedures

As per HCC Attendance Policy, students are required to attend all scheduled lecture classes. This applies to virtual on-a-schedule. You are responsible for the material covered during your absence. Though class attendance will be monitored, it will not be a part of your final grade.

An HCC professor has the authority to drop a student for excessive absences after accumulating absences more than 12.5% of the total hours of instruction, e.g., for a 3 credit-hour course, a student can be dropped after 6 hours of absence.

Administrative drops are at the discretion of the professor.

Attendance will be recorded at the stated time of class. If you arrive late and are marked absent, it is your responsibility to notify Dr. Parrott before class is dismissed to adjust your attendance. If you fail to notify me after class has been dismissed, your absence will remain.

A condition of this virtual class on-a-schedule is to simulate as much as possible a learning platform similar to being physically present in a lecture classroom. You are expected to be in an environment conducive for learning without distractions. If you are driving, or at your work place with interruptions, or have young children interrupting, you may be dismissed for that day and an absence or tardy may be recorded. You can return once you resolve the situation (see Virtual Classroom Policy).

Virtual Classroom Policy

In response to COVID-19, measures have been enacted to ensure that all students are provided with a safe, supportive, and professional online learning environment. This course is offered online on-a-schedule meaning this class is online at a scheduled time. Students do not come to campus.

The HSTP 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 class. Inappropriate online behavior is a distraction. Examples: excessive smoking, alcohol consumption, driving, inappropriate attire, lying in bed, logging in and leaving your screen for an extended period, children or uninvited guests in the room. If this inappropriate behavior is witnessed, you will either be asked to log out to make corrections and return or you may be dismissed by the professor to return the next scheduled class.**

While in a virtual class session, a desktop or laptop is the preferred method to login because of better stability rather than the use of a phone or only voice. Students who do not have the appropriate equipment can consider checking out a laptop from HCC.

Missed Assignments Policy

No late assignments are accepted.

Academic Integrity

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

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your professor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize

all letters since this suggests shouting.

- Popular emoticons such as 😊 or / can be helpful to convey your tone but do not overdo or overuse them.

- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.

- Think and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Devices

You will need to have an up-to-date browser, operating system and some additional software on your computer to take this class. Some of the documents in this course is in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/>. Additionally, below is a link to a 2-minute video showing you how to get free access to the entire Microsoft Office suite of products.

HSTP Grade Criteria

While you may earn a grade of “D” in a Human Service course, the Program does not recognize that grade. To be eligible for a practicum, you are required to maintain a 3.0 or above grade point average in all Human Service courses in which a grade of D will not be calculated.

FX is a special category of failing grade. FX is assigned to students who stop attending class (participating in assignments, quizzes, discussions, etc.) and who do not withdraw themselves prior to the withdrawal deadline; either they may be dropped by their HCC faculty for non - attendance or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX,” compared to an earned grade of “F” which is due to poor performance. It may also apply to students who disappear after the withdrawal deadline or fail to take the final exam in a course where one is administered.

A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress. However, students who receive financial aid but fail to attend class, as shown by your assigning an “FX” as their grade, will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status.

Incomplete Policy

Faculty may assign a grade of “I” (incomplete) on the Official Grade Roster Report. In such cases, faculty must have some reasonable expectation that the student will finish the work within the allotted time. The rules of the College give the student who receives an “Incomplete” six months to complete the course work and change an “I” to a letter grade. After the deadline, the “I” automatically will be changed to a grade of “F”. In The case of an incomplete, it is the student’s responsibility to contact the instructor to arrange to complete the missing work. However, faculty are responsible for working with students receiving “Incompletes” to afford them an opportunity to complete their work. Faculty must grade the completed work and compute final grades. Faculty can then remove the student’s “Incomplete” and assign a grade.

The decision to assess an “Incomplete” for student’s course work belongs to the professor. When making such a decision, faculty are encouraged to consider the implications of assigning an “I” to a student. There must be some indication from the student that he or she intends to complete the required work within the time allotted by policy. In the case of a student missing the final exam or failing to turn in a final paper, it is a customary practice that many faculties will award an “Incomplete” if the student has been attending class regularly and has successfully completed a substantial portion of the course work. This is not a universal rule, however. Faculty are discouraged from giving the grade of “Incomplete” to a student who stopped coming to class several weeks before the final exam without an appropriate reason for the absences or to a student who has missed several major assignments in the class and has not provided the instructor with any indication of when he or she will make up the work. Faculty are discouraged from using an assigned grade of “I” to simply comply with finalizing the grade submission process and meeting deadlines.

Schedule an appointment with Dr. Parrott to discuss and complete the details on the “Request for Incomplete Form.” If you are approved for an Incomplete, you are not required to participate in the course. You are to contact me through my HCCS email: rick.parrott@hccs.edu.

Instructor’s Course-Specific Information

My goal as a professor is to inspire you to learn and to challenge you to reach your fullest potential in this course. Please read emails and announcements regularly.

I am pleased that you are in my class. Although you may look at this class as a stepping-stone to furthering your education, I hope you recognize that as the class proceeds you will be learning important lifelong skills that may help you in other classes, your career, and your personal life.

I base my teaching principles on the theories of a learning-centered class consisting of the following basic principles:

Promoting student-faculty interaction and involvement

Encouraging cooperation among students

Inspiring active learning and critical thinking

Giving prompt feedback

Emphasizing professionalism and appropriate time management

Respecting diverse talents, identities, and learning styles

I encourage you to read this Syllabus and become familiar with all its sections. The syllabus describes and outlines the structure of the course, your obligations, explanations of how you will be evaluated with critical logistic and procedural information about this course. Registration in this course and acceptance of this syllabus constitutes a binding agreement between student and professor.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

Faculty Statement about Student Success

Add Content Here

Withdrawal/Drop 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 must 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, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you decide to withdraw from this course, contact me before the withdrawal deadline to receive a “W” on your transcript. Do not submit a request to discuss withdrawal options less than 3 days before the deadline. If you do not withdraw before the deadline, you will receive the grade that you averaged in the class as your final grade. Check the HCC calendar for the last day to withdraw

Students who do not complete and/or fail to submit the equivalent of two weeks’ worth of gradable work, i.e., assignments, exams, etc. defined by satisfy the grading criteria explained in assignments, may be dropped from the course for non-attendance.

Students who consistently do not complete assignments, quizzes, respond to forums or turn in other work, or show minimal online activity may be dropped from the course for non-participation. If this occurs after the last day to withdraw, the student may receive an F.

HCC Policies and Information

Link to Policies in Catalog and Student Handbook

Here’s the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

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 (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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 or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

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

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

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
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- 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
- 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](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

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.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at [https://library.hccs.edu \(https://library.hccs.edu/\)](https://library.hccs.edu).

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 [https://www.hccs.edu/supplemental-instruction \(https://www.hccs.edu/supplemental-instruction\)](https://www.hccs.edu/supplemental-instruction)

Resources for Students:

[https://www.hccs.edu/covid19students \(https://www.hccs.edu/covid19students\)](https://www.hccs.edu/covid19students)

Basic Needs Resources:

[https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ \(https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/\)](https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

[https://www.hccs.edu/basicneeds \(https://www.hccs.edu/basicneeds\)](https://www.hccs.edu/basicneeds)

COVID-19

Here's the link to the HCC information about COVID-19:

[https://www.hccs.edu/covid-19 \(https://www.hccs.edu/covid-19\)](https://www.hccs.edu/covid-19)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

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.

When	Topic	Notes
Lecture Week 1	Introductions	"Getting Oriented to the Clinician's Thesaurus" Lecture: Ethics & Professional Boundaries
Lecture Week 2	Systems Theory & The BioPsychoSocial Model	Read Chapters 1, 2, & 4
Lecture Week 3	Psychosocial Report	Read chapters 5 & 6. HIPAA paper due
Lecture Week 4	Psychosocial Report	Read Chapters 10-19. Suicide & Homicide papers due
Lecture Week 5	Master Treatment Plan	Psychosocial paper due. Read chapters 20-22.
Lecture Week 6	Master Treatment Plan	
Lecture Week 7	Master Treatment Plan	
Lecture Week 8	Last Day of Class	Master Treatment paper due

Additional Information

Departmental/Program Information

Add Content Here

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair at Nicole.Phinazee@hccs.edu.