



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

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**CMSW 1313  
Assessment & Delivery**

CRN: 59294 Spring 2018  
Coleman Campus – Room 468 | 6:00pm - 8:50 pm | Wednesday  
Credit Hours – 3.00-hour lecture | 48 hours | 16 weeks (1/17/18 - 5/9/18)

**Syllabus**

**Professor**

Dr. Rick Parrott LCSW-S. 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 frequently.

**My Teaching Philosophy**

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 as the class proceeds you will be learning important lifelong skills that will 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 and learning styles

I encourage you to read this Syllabus and become familiar with all sections. The syllabus describes and outlines the structure of the course, your obligations, explanations of how you will be evaluated and critical logistic and procedural information about this course.

## **Professor Contact information**

While you are in this class, you are to use the Canvas email to contact me throughout the semester. If you receive an Incomplete status, I am to be contacted exclusively through my HCC email.

The college address is: 1900 Presser Dr. Houston, TX. 77030. My HCCS email is: [rick.parrott@hccs.edu](mailto:rick.parrott@hccs.edu) . Phone #: 713-718-5533.

## **Office Location and Hours**

Coleman College Campus, Suite 412, Room 410. Office Hours: 2:00p-4:30pm Tuesdays and Thursdays.

Feel free to contact me concerning any problems you are experiencing in this course. You do not need to wait until you receive a poor grade before asking for my assistance. You are welcome to drop-by on an as needed basis and/or schedule a private appointment.

## **Course Description**

CMSW 1313 is a course consisting of an examination of clinical interviewing as a professional activity.

Emphasis is on intake interviewing, report writing and developing assessment skills as they relate to mental health. Skill development will focus on data collection of a person's chief complaint and its origin to include a systemic evaluation of a client's overall mental and emotional functioning.

By structuring the interview this course will also examine mental status, suicide risks, special populations, multicultural and diversity issues. Collected client data and demographic information will be used to develop a Psychosocial Evaluation to formulate a Master Treatment Plan.

## **Prerequisites**

ENGL 1301; HPRS 1201

## **Learning Objectives**

1. Produce a comprehensive psychosocial history
  - 2.1. Develop referral network of community resources for needs identified in the psychosocial.
  - 2.2. 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 and contrast 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.

### **Instructional Methods**

Web enhanced. MindTap is a study platform by the Cengage Publisher. Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, role play practical experience, live supervision, observations, and the use of personal experiences as a learning format.

## **INSTRUCTIONAL MATERIALS**

### **Required Book**

**Only the Manual:** J. M. Karls and M.E. O’Keefe. (2008). Person-in-Environment System Manual, 2<sup>nd</sup> Ed. NASW Press. Washington DC. ISBN: 978-0-87101-379-8

## **CLASS TIME SCHEDULE**

**16 Week Calendar:** Please refer to the Canvas Online’s class calendar.

### Class Time Schedule:

6:00pm - 6:50pm Lecture

6:50pm - 7:00pm Break

7:00pm - 7:50pm Seminar

7:50pm - 8:00pm Break

8:00pm - 8:50pm Seminar

## **PROFESSOR’S GRADING CRITERIA**

Attendance.....10%  
Student Responsibilities and Behavior/Attitude.....10%

Values Paper.....	5%
Ethics Paper.....	5%
Boundaries Paper.....	10%
HIPPA Paper.....	5%
Suicide Paper.....	10%
PIE Case #11.....	5%
1 Psychosocial History Report.....	25%
1 Adult Standard BioPsychoSocial.....	5%
1 Master Treatment Plan.....	10%

Your professor will administer assignments that you can use to determine how successful you are at achieving the course’s learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your professor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

## **STUDENT ASSIGNMENTS**

### **Files**

All files are to be submitted digitally generated as a Word Document with the file extension being **doc** or **docx**. When submitting your file, title it with your first and last name with the name of the assignment e.g.: John Doe Assignment 1. Ten (10) points can be subtracted for files labeled incorrectly or submitted in another format. Late papers will not be accepted resulting in a score of 0. Submitting a portion of work with no effort in following the grading rubrics is considered failing. I recommend you have your work edited by utilizing Upswing: [hccs.upswing.io](http://hccs.upswing.io).

### **Countertransference**

Countertransference, a major focus of the design of this course, is defined as all the conscious and unconscious images, feelings, behaviors and impulses felt and experienced because of the course materials and lectures. As a major part of your learning, it is important for you to understand how to use your countertransference feelings as your training in the profession of counseling.

### **Values Paper (5% of your grade)**

After completing the questionnaire, write a paper reflecting your views by selecting 3 of the items you identified as a person you cannot work with. You are to write an explanation as to why it would be difficult to work with that type of individual. In your explanation include your personal and cultural values as they relate to your response. Further grading will include, organization of your paper in a logical manner employing proper spelling, grammar, syntax and content; and critical thinking as you reflect on this assignment.

### **Ethics Paper (5% of your grade)**

After completing the questionnaire, write a minimum of a four-sentence paragraph of your personal reflection on the Ethical Standards. In a 2<sup>nd</sup> paragraph, select 3 statements above and explain your response.

### **Boundaries Paper (10% of your grade)**

Using the information acquired from reading articles: “Professional Boundaries & Boundary Violations” by Skipper & Schenthal and “The Concept of Boundaries” by Gabbard & Guithel, answer the questions below. Credit is given to answers that demonstrate critical thinking. Answers less than two (2) sentences will receive no credit.

### **HIPAA Paper (5% of your grade)**

On a separate file write your name, date and course. Write the question and then the answer. After you review and read the U.S. Department of Health & Human Services website: HHS.gov answer the questions below. Credit is given to answers that demonstrate critical thinking.

### **Suicide Paper (10% of your grade)**

Read the article given. Then read the three scenarios and questions. On a separate file (paper) on the upper left-hand corner type your name, date, and title of assignment. Cut-n-paste the scenario on your paper then number and answer questions for scenarios 1, 2 & 3. You must give thorough answers reflecting critical thinking and emotional reactions that consist of a minimum of 2 sentence answers for each question. This assignment must be submitted in “doc” format.

### **PIE Case #11 (5% of your grade)**

Read the case vignette and identify all PIE Factors.

### **Process of Assessment**

The process of a clinical assessment consists of screening, assessing, diagnosing and treatment planning. In selecting a person for your interviews, judiciously choose an adult i.e. a student peer, who has a legitimate address and phone number. No children, adolescents or homeless persons are to be interviewed. Do not select your spouse/partner or person you are romantically or intimately involved with. The selection of a person to interview is solely for the purpose of this course to learn interviewing and assessment skills. You are not to provide any counseling unless you have a license to do so. Before you start your interview, explain the purpose of signing the required

forms and make sure that the person's information is current & accurate. If you find a person to interview, you must use the person's real name and have him/her sign the Interview letter and Release forms.

### **Adult Standard BioPsychoSocial (5% of your grade)**

This is used to assess the person you plan to interview for the psychosocial report. It must be submitted in PDF.

### **Psychosocial Report (25% of your grade)**

The psychosocial is a thorough and systemic interview & assessment involving psychological, biological and social aspects of an individual's mental, emotional and behavioral condition. A template is provided for you. Rubrics for grading is found in the handout.

### **Master Treatment Plan (10% of your grade)**

Based on the data collected from the psychosocial; the Master Treatment Plan (MTP) is a detailed formulation of your clinical plan for treatment. This plan is to describe the method of achieving identified objectives. A template is provided for you. Rubrics for grading is found in the handout.

### **Class & Case Confidentiality (10% of your grade)**

Maintaining confidentiality is not only a professional responsibility but a requirement of this class measured by the Student Responsibilities and Behavior/Attitude rubric. In the natural progression of this class, students may self-disclose very private information. To protect those who self-disclose, students are not to record in any fashion or share any information outside of this class.

If you feel there has been a breach of your confidentiality, bring this to Dr. Parrott's attention who will investigate and conclude the results.

Those who are found guilty of any type of breach of confidentiality may be sited for academic dishonesty, asked not to return, and administratively dropped from this course. If the breach is after the drop date, then the student may receive an F for the course. A note of this violation will be posted in the student's record.

## **PROFESSOR'S REQUIREMENTS**

### **Student Responsibilities Grading Criteria (10% of your grade)**

- 1) Read and submit required assignments.
- 2) Submit assignments complete, according to instruction, and on time—no late assignments are accepted.

- 3) Attend and be prepared for class by reading and completing assigned work.
- 4) Actively participate in lectures, discussions, and activities.
- 5) Provide constructive evaluations and feedback.
- 6) Cooperate with, support, and be respectful of your peers and professor.
- 7) Communicate with Dr. Parrott concerning any issue or difficulty, preferably before it becomes a significant problem.
- 8) Make a full effort on all assignments. I will do all I can to be fair and just, however; you earn your grades.
- 9) Maintain class confidentiality.
- 10) Adhere to the college's academic standards, guidelines and policies.

### **Student Behavior/Attitude Grading Criteria (10% of your grade)**

Professional Boundaries: Student recognizes her/his capabilities & maintains appropriate limitations with professors and peers.

Openness to Feedback: Student responds non-defensively & alters behavior in accordance with supervisory feedback.

Emotional Stability: Student demonstrates emotional stability (i.e., congruence between mood & affect), self-control (i.e., impulse control) & frustration tolerance in relationships with professors and peers.

Professionalism: Student behaves and wears appropriate dress, demonstrates cooperative and collaborative attitudes of professionalism toward professors and peers.

Students who do not demonstrate any one or combination of the above may not be endorsed for a practicum until such deficiencies are corrected.

The Student Classroom Behavior Measurement may be used as an early alert method to inform a student of their classroom behavior and attitude. The form can be found in the class under its name.

### **Cell Phones**

I request you be considerate of others and respond to calls/texts either during a break or until class is dismissed by putting your cell phone on silent mode.

Sometimes Dr. Parrott will ask you to use your cell phones for website searches, however; if you use your phone during class without consent, you can be asked to leave

and return when class reconvenes. Your early departure will be recorded in the attendance.

## **HCC POLICY STATEMENT ON STUDENT ATTENDANCE, REPEATERS, WITHDRAWAL DEADLINE**

### **Attendance (10% of your grade)**

As per the HCCS Student Handbook, a 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 class meeting 3 hours per week, a student can be dropped after 6 hours of absences. This allows you to have a total of two excused absences for the entire semester.

Students who do not attend class two (2) weeks in a row or does not submit the equivalent of two weeks' worth of gradable work may be administratively dropped from the course. After the last day to withdraw, the student may receive an F.

I will check the attendance roll at the beginning of each class. You will be marked absent if you are not in class. If you arrive late and are marked absent, then notify Dr. Parrott before class is dismissed to adjust your attendance. If you fail to notify Dr. Parrott after class has been dismissed, your absence will remain.

Sleeping in class is unacceptable. If you are caught sleeping, you will be marked absent. That absence will remain on your class attendance.

Students who stop attending class and do not officially withdraw themselves may either receive an F or a W for the course.

### **Withdrawal Policy**

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you 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, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, contact a counselor prior to withdrawing (dropping) the class before the withdrawal deadline to receive a "W" on your transcript. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. Check the HCC calendar for the last day to withdraw.



It is Dr. Parrott's discretion to administratively withdraw a student from the course if the student fails to submit two (2) weeks' worth of gradable work, i.e. assignments, exams etc. or misses more than 6 hours of class instruction. Gradable is measured by the grading criteria explained in the assignments, exams, etc. If this occurs after the last day to withdraw, the student will receive an F.

### **Repeating a Course**

Students are not permitted to submit work from previous semesters. A student who is repeating this course and submits reduplicated work will either receive a 0 for that assignment or an F for the course for academic dishonesty and can be administratively withdrawn from the course. An investigation and decision by The Discipline Committee will determine the consequence.

### **Computer Technical Difficulties**

No accommodations will be granted because of technical difficulties unless the difficulty was a glitch in the college's system. I recommend you use the HCCS' computer lab because they are stable with available staff and software. All registered HCCS students are welcome to use any HCCS computer lab at any HCCS campus.

### **Incomplete**

An Incomplete ("I") is a conditional and temporary grade given when a student is passing the course, but for some reason, is unable to complete the course requirements. An incomplete gives you an extended amount of time to complete your work. According to HCCS policy, you are given 6 months from the date of the end of that semester to complete your work. At the end of the semester, your transcript will show an "I" for the course. At the end of that extension if you do not complete your unfinished work, the "I" will automatically convert into an "F."

Schedule an appointment with Dr. Parrott to discuss your rationale in applying for an Incomplete and complete the details in the "Request for Incomplete Form."

### **International Students**

Receiving a W or an F may effect 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.

### **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. This is an HCC policy.

## **ACADEMIC SUPPORT**

### **Personal Development**

I promote the full development of personal and professional capacities and therefore, strongly recommend students to be involved in their own personal counseling. If you are interested, I will gladly offer you some referrals.

### **Early Alert**

The HCC Early Alert Initiative is a college-wide effort to successfully retain students who are at risk of failing, withdrawing or dropping a course. This joint effort between Instruction and Student Services identifies students that are performing poorly in the classroom so that effective support services can be provided to the student. If for any reason, Dr. Parrott suspects a student at risk of failing, the student's name will be referred to the Early Alert Initiative.

### **Tutoring**

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutor for individual's subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor) for times and locations. For more information about tutoring at HCC, please go to [www.hccs.edu/tutoring](http://www.hccs.edu/tutoring). For 24/7 online tutoring, go to: <https://hccs.upswing.io>

### **Disaster Alert**

Any student who faces challenges securing food or housing and believes this may affect their performance in the course is encouraged to contact the Dean of Students for support. Furthermore, if you feel comfortable discussing this issue I will be available.

### **Campus Carry**

At HCC, the safety of our students, staff, and faculty is our priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11

2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

## **PROGRAM / DISCIPLINE REQUIREMENTS**

### **Procedure for Grievance and/or Grade Appeal**

A grievance is an actual incident that can be substantiated and is regarded by the student as a just cause for protest. Persons whom a student can file against include a student, professor, administrator or staff member in the Department. The **first step** to resolve the issue is to discuss the problem with the person and reach a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, the following steps must be completed in the order as listed:

1. Student must contact Program Advisor.
2. Student must contact Professor.
3. Student must contact Program Director.
4. File a Grievance Appeal Form.

Please refer to Student Policies at: <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

### **Institutional Equity**

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 based on 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 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)*

### **HCC Policy Statement - ADA**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a

record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

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

Faculty is authorized to provide accommodations only to those with the approved letter.

### **HCC Policy Statement: Academic Honesty**

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

If you are aware of anyone behaving unethically and/or unprofessionally, both inside and outside of this class; then you are encouraged to bring it to my attention otherwise, maintaining secrecy may subject you to the same consequence. If you report unethical/unprofessional behavior, then your privacy will be protected and if the accused is found guilty, you will receive 2 bonus points added to your final score. Please refer to HCC Student Handbook: <http://northwest.hccs.edu/students/student-handbook/> Violations will be documented in your student file and may subject you to a consequence such as denial for a practicum or dismissal from the program. Violators' names will be posted in this class.

### **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
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.

## **STUDENT SERVICES & POLICIES**

### **Texas HB 1508**

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

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

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

The following link you can check on criminal history for the LCDC:  
[https://www.dshs.texas.gov/plc\\_cheval.shtm](https://www.dshs.texas.gov/plc_cheval.shtm)

### **Student HCC Web page**

To access this, go <http://northwest.hccs.edu/students/student-handbook/>

### **Student Association**

If you wish to join the student association, contact Rich Rosing at, 713-718-5540 or email to [richard.rosing@hccs.edu](mailto:richard.rosing@hccs.edu)

### **Department Web page**

To access this, go to <http://www.hccs.edu/programs/programs-a-z/human-service-technology/>

## **EGLS3- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College Student System online near the end of the term.

## **Syllabus Up-Dates and Revisions**

Dr. Parrott reserves the right to alter or amend this syllabus as needed in the best interest of the class.

Most Recent Up-Date: 18 January 2018

Revisions: All previous syllabi are null and void.

Registration in this course and acceptance of this syllabus constitutes a binding agreement between student and professor.

**END OF SYLLABUS**