



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

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

**CMSW 1313: Assessment & Delivery
Hybrid | CRN: 15540 | Spring 2020**

Coleman Tower – Room 301 | 6:00 pm - 8:50 pm | Wednesday
Credit Hours – 3.00-hour | Hybrid | 48 hours | 16 weeks (1/21/20 – 5/17/20)
Official date of record: 2/3/20. Last day to withdraw: 4/6/20

Syllabus

Professor Contact information

Professor:	Rick Parrott PhD, LCSW-S.	Office Phone:	713-718-5533
Office:	Coleman, Room 410	Office Hours:	M-R 3:00-5:00pm
HCC Email:	rick.parrott@hccs.edu	Office Location:	Coleman Tower

Dr. Parrott's Preferred Method of Contact

As a registered student in this class, contact me exclusively through the Canvas email. After the last day of class, I can be contacted at my HCCS email.

You are welcome to drop-by on an as needed basis and/or schedule a private appointment.

My Teaching Philosophy

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.

PREREQUISITES AND CO-REQUISITES

CMSW 1313 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301 and HPRS 1201. The minimum requirements for enrollment in CMSW 1353 comprises placement in college-level reading INRW 0420 or ESOL 0360 as co-requisites. I recommend successful completion of Microsoft/Apple basic computer skills. If you have enrolled in this course having satisfied these prerequisites and basic computer skills, 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 CMSW 1353 uses the Canvas Management System (<https://eagleonline.hccs.edu>) for all class assignments, exams, and activities. HCCS endorses the following browsers: Chrome and Safari.

Scoring Rubrics, Sample Assignments, etc.

Look in course and syllabus for scoring and grading rubrics for all assignments, and information to assist you.

INSTRUCTIONAL MATERIALS

Textbook Information

The textbook listed below is **required** for this course.

Zuckerman, E. L. (2019). *Clinician's thesaurus, 8th Ed.* The Guilford Press, NY. ISBN: 978-1-4625-3880-5.



I recommend you pre-order books from our bookstore prior to the start of a semester. You may either purchase or rent a hard copy or digital copy of the Chemical Dependency book. The DSM-5 book only comes in hardcopy. Order your books here: [HCC Bookstore](#). Books may be purchased at the HCC West Loop Campus located at 5601 West Loop South, Houston, TX 77081; 713-718-7868.

The Human Services Program faculty and staff are not responsible for the supply of books at the HCC Bookstore.

SUPPLEMENTAL INSTRUCTIONAL RESOURCES

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. Visit the website: <https://www.hccs.edu/resources-for/current-students/tutoring/>

Tutoring 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 for times and locations. For more information about tutoring at HCC, please go to www.hccs.edu/tutoring. For 24/7 online tutoring, go to: <https://hccs.upswing.io> I will also be available to assist you if you are experiencing academic difficulties in this class. Either drop by during my office or schedule an appointment.

Libraries

The HCC library system consists of 9 libraries and 6 Electronic Resource Centers (ERCs) as places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use resources. The portal to all library resources and services is: <https://library.hccs.edu/home>

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. <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>

COURSE OVERVIEW

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.

Core Curriculum Objectives (CCOs)

DAAC 1319 satisfies the core curriculum of 270 hours of substance abuse education set forth by the Texas Department of State Health Services (DSHS). The HCCS Human Service Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking.** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills.** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy.** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that

pertain to Course Student Learning Outcomes.

- **Social Responsibility.** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes.
- **Ethics.** Employ counseling procedures, observe the code of ethics and state laws.
- **Analysis.** Administer and analyze evidence-based diagnostic testing instruments and other relevant protocols.
- **Evidence Based Practice.** Construct screening and assessment reports, treatment plans, and other relevant materials in patients' records.
- **Introspection.** Examine and perform self-analysis in the areas of theory, techniques and attitudes toward self and others.

Course Student Learning Outcomes (CSLOs)

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.

Course Objectives

1. Identify and synthesize the Person In Environment and 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.

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.

PROFESSOR AND STUDENT RESPONSIBILITIES

Professor Responsibilities

- 1) Provide the grading scale and detailed grading formula explaining how student grades are to be derived.
- 2) Facilitate an effective learning environment through learner-centered instructional techniques.
- 3) Provide a description of any special projects or assignments.
- 4) Inform students of policies such as attendance, withdrawal, tardiness.
- 5) Provide the course outline and class calendar that will include a description of any special projects or assignments.
- 6) Arrange to meet with individual students before and after class as required.

Student Responsibilities and Behavior/Attitude

The following list is inclusive, meaning if you fail to exhibit any part of the following can result in a 0 for this portion of your grade:

- 1) Attend and be prepared before class by reading and completing assigned work.
- 2) Submit assignments, according to instruction, on time—no late assignments are accepted.
- 3) Demonstrate emotional stability (i.e., congruence between mood & affect), self-control (i.e., impulse control) & frustration tolerance in relationships with professors and peers.
- 4) Actively participate in lectures, discussions, and activities.
- 5) Open to feedback by responding non-defensively & by altering behavior and academic work in accordance to feedback.
- 6) Professionalism: you behave and wear appropriate dress, demonstrate cooperative and collaborative attitudes of professionalism toward your professors and peers.

- 7) Communicate with Dr. Parrott concerning any academic issue and/or difficulty, preferably before it becomes a significant problem.
- 8) Put forth your fullest potential on all assignments and readings. Remember, you earn your grades.
- 9) Maintain class confidentiality.
- 10) Adhere to the college's academic standards, guidelines and policies.

Those with an overall hostile attitude and/or behavior will receive a score of 0 for this rubric. Additionally, if you do not demonstrate any one or a combination of the above responsibilities you may not be endorsed for a practicum until such deficiencies are corrected.

The Student Classroom Behavior Measurement may be used as an early warning method measuring your classroom behavior, attitude and/or performance. The form can be found in the Canvas course homepage under its name.

STUDENT ASSIGNMENTS & EXAMS

Files

All files are to be submitted digitally with the file extension being **doc** or **docx** or **PDF**, depending on the assignment. When uploading your file, title it with your first and last name and the name of the assignment e.g.: John Doe Assignment 1.

Five (5) points can be subtracted for each file labeled incorrectly. Late files are not accepted resulting in a score of 0 for that assignment. Submitting a portion of work with no effort in following the grading rubrics can result in a failing score. I recommend you have your work edited by utilizing Upswing: hccs.upswing.io.

Class Confidentiality (Student Responsibilities grade)

Maintaining confidentiality is not only a professional responsibility but a requirement of this class measured in the Student Responsibilities and Behavior/Attitude rubric. In the natural progression of this class, your or a peer may self-disclose very private information. To protect those who self-disclose, you 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 cited for academic dishonesty, and/or asked not to return, and/or 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.

Ethics Paper

There are two parts to this assignment. First, read the Ethical Standards for Human Service Professionals then for each statement below determine whether you

Agree or Disagree. 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.

Boundaries Paper

Using the information acquired from reading the article: "Professional Boundaries & Boundary Violations" by Skipper & Schenthal follow the instructions and answer the questions found in the handout.

HIPAA Paper

Read the article: "Federal Privacy Regulations on HIPAA." After reading the article, follow the instructions found in the handout.

Suicide Paper

Read the article: "Responding to Suicidal Risk." After reading the article, follow the instructions found in the handout.

Homicide Paper

Read the online article: "Antecedents to Gun Violence: Developmental Issues." After reading the article, follow the instructions found in the handout.

Psychosocial Report

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. Follow the instructions found in the handout.

Process of Assessment

The process of a clinical assessment consists of screening, assessing, diagnosing and treatment planning formulated as a report consisting of the Biopsychosocial Assessment, Psychosocial Report and Treatment Plan.

In selecting a person for your reports, 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 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 release 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.

Release Forms

All release forms must be submitted in PDF: Consent Letter and Release of Information. If you record your interview, then you must submit the Consent to Record. Failure to submit these forms constitutes a Breach of Confidentiality, consequently receiving a 0 for the assignment.

Master Treatment Plan

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. Follow the instructions found in the handout.

GRADING FORMULA

Attendance.....	10%
Student Responsibilities and Behavior/Attitude.....	10%
Ethics Paper	5%
Boundaries Paper	10%
HIPPA Paper	5%
Suicide Paper	10%
Homicide Paper.....	10%
1 Psychosocial History Report.....	25%
1 Master Treatment Plan.....	15%

I 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. I welcome a dialogue to help you recognize your study habits and may be able to assist you in finding resources on campus that will improve your performance.

Incompletes

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. Your transcript will show an "I" for the course. If you do not complete your unfinished work, the "I" will automatically convert into an "F."

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, contact me through my HCCS email: rick.parrott@hccs.edu.

Grading Scale

A = 100 - 90.....4 points per semester hours.
B = 89 - 80.....3 points per semester hours.
C = 79 - 70.....2 points per semester hours.
D = 69 - 60.....1 point per semester hours.
F = 59 and below...0 points per semester hours.
IP is In Progress...0 points per semester hours.
W is Withdrawn...0 points per semester hours.
I am Incomplete....0 points per semester hours.
AUD is In Audit...0 points per semester hours.

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.

HSTP Grade Criteria

While you may earn a grade of "D" in a Human Service course, the Program does not recognize that grade. You are encouraged to repeat the course. 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.

CLASS TIME SCHEDULE

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

Class Time Schedule:

1:00pm - 1:50pm Lecture
1:50am - 2:00pm Break
2:00am - 2:50am Lecture
2:50am - 3:00pm Break
3:00pm - 3:50pm Lecture

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 at any time during the semester and will promptly notify students in writing, typically in Announcements.

Most Recent Up-Date: 1/8/20

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.

PROFESSOR'S PRACTICES AND PROCEDURES

Attendance

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 for a 3 credit-hour class meeting 3 hours per week. In a 16-week semester a student can be dropped after 6 hours of absences thus allowing 2 excused absences for the entire semester. In an 8-week semester a student can be dropped after 3 hours of absences allowing 1 excused absence. Late arrivals and early departures will be recorded and calculated.

Students who do not attend class two (2) weeks in a row or do 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 check the attendance roll at the time class is scheduled to begin. You will be marked absent if you are not in class. If you arrive late and are marked absent, notify me before class is dismissed to adjust your attendance. If you fail to notify me after class has been dismissed, your absence will remain.

Sleeping in class is insupportable. If you are caught sleeping, you can be marked absent which may 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 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.

It is Dr. Parrott's discretion to administratively withdraw a student from the course if the student fails to submit gradable work, i.e. assignments, exams, etc., and/or misses more than 6 hours of class instruction. Gradable is defined by using the grading criteria explained in 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. If you are repeating this course, you will be required to supplement a new project for recurrent assignments. Reduplicated work can receive a 0 for the first attempt. If this pattern continues, (2nd attempt) you will be cited for academic dishonesty. An investigation and decision by The Discipline Committee will determine the consequence.

Computer Technical Difficulties

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

Cell Phones

I request all cell phones be placed on silent mode. Sometimes I will ask you to use your cell phones for website searches, however; if you use your phone during class without consent, you may be asked to leave and return when class reconvenes. Your early departure may be recorded.

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.

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.

If you obtain special permission to record, then the conditions of that promissory document will take effect once it is submitted to Dr. Parrott.

HCCS POLICIES

Here is a link to the HCCS student handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/>

Student handbook by sections:

General Information
Admissions Information
Special Program Admissions
Residency Information
Change of Residency
Cost of Attendance and Refund Information
Adult Education
Tuition Rebate Program/Tuition and Fees Payment
Refunds and Credit Balance
Academic Information
Academic Support
Adult Education Program
Student Services
Financial Aid and Financial Aid TV (FATV)
HCC Libraries and Learning Resources /Bookstore
disAbility Support Services
Veteran Services
International Services and Programs (ISP)
Transfer Information and Credit
Centers of Excellence
Guarantee of Educational Excellence
Career Planning and Job Search
Testing
Child Care
Student Life and Recreational Sports/Student Identification Card
Student Associations and United Student Council

Police Services and Campus Safety
Student Rights and Responsibilities
Student Code of Conduct
Alcohol and Controlled Substance Policy and Procedures
2017-2019 Calendar

Evaluation for Greater Learning Student Survey System (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.

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

Housing and Food Assistance for Students

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students, Dr. Patricia Ugwu (patricia.ugwu@hccs.edu or 713-718-7061) for support. Furthermore, please notify the professor if you are comfortable in doing so.

Office of Institutional Equity

HCC prohibits discrimination in its educational programs or activities based on race, color, national origin, age, religion, disability, sex or gender-including pregnancy or parental status, gender identity, gender expression, sexual orientation, Veteran status or genetic information. Furthermore, HCC prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, rape, sexual assault, sexual exploitation, domestic violence, interpersonal violence, dating violence and stalking.

HCC will comply with state and federal laws such Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination.

Any student that requires an academic accommodation due to pregnancy and pregnancy related conditions (i.e., pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions) or parental status, should consult with an [Abilities Services Counselor](#) to initiate an academic accommodation request. An academic accommodation may include, but is not limited to, receiving a grade of an "I" (Incomplete) on a course, an official withdrawal from a course, voluntarily leave of absence from the program with a conditional return, or the opportunity to resume enrollment later without being subjected to a new admission process.

Students may report an incident of discrimination, sexual misconduct, or discrimination based on pregnancy or parental status to the Title IX Coordinator listed below. Individuals may also report incidents by using the complaint for [online](#) or to any [Title IX Contact](#).

Title IX Coordinator: James David Cross, Director of EEO/Compliance, Office of Institutional Equity, 3100 Main, Suite 702, Houston, Texas 77002; 713.718.8271 Institutional.equity@hccs.edu.

For more information and resources related to HCC's non-discrimination policies and Title IX, visit: <http://www.hccs.edu/departments/institutional-equity/>

disAbility Services

HCCS recognizes its responsibility to not 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, room 101 of the Learning Success Center (LSC) in the Coleman Building. The ADA Counselor may also be reached by phone at (713) 718-7376. For more information, go to: <https://www.hccs.edu/support-services/disability-services/>

Faculty are authorized to provide accommodations only to those with the approved letter. After receiving the authorized letter, you are expected to submit a copy to your professor.

PROGRAM DISCIPLINE REQUIREMENTS

Office of the Dean of Students

You can 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.

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 can be a student, a professor, an administrator or a staff member.

The **first step** to resolve the issue is to discuss the problem with the person in question and reach a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, there are steps to follow:

1. Contact the Professor.
2. Contact your Academic Advisor.
3. Contact the Program Director/Department Chair.
4. File a Grievance and/or a Grade Appeal Form.

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

ACADEMIC SUPPORT

Personal Development

I promote the full development of personal and professional capacities and therefore, strongly recommend you to be involved in your own personal therapy. 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 you.

If for any reason, I suspect a student at risk of failing, your name will be referred to the Early Alert Initiative.

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

Violations may 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.

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

END OF SYLLABUS