



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

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**CMSW 1313 Assessment Syllabus**

**Semester with Course Reference Number (CRN)** 2<sup>nd</sup> 8-wks Spring 2013; CRN: 38331

**Instructor contact information (phone number and email address)** Dr. Rick Parrott 713-718-5533; 1900 Pressler Dr. Houston, TX. 77030 rick.parrott@hccs.edu

**Office Location and Hours** Tues.: 2:00-3:00pm; Weds. : 11:00-12:00pm; & Thurs.: 11-12:00pm & 4:00-5:00pm. Though these are my posted office hours, students are welcome to drop-by on an as-needed-basis.

**Course Location/Times** Coleman Campus – Room 467 | 12:00 - 3:00 pm | Tuesday

**Course Semester Credit Hours (SCH) (lecture, lab) If applicable** Credit Hours – 3.00

**Total Course Contact Hours :** 48.00

**Continuing Education Units (CEU):** Does not apply.

**Course Length (number of weeks)** 8

**Type of Instruction** Hybrid

**Course Description:** This course is an examination of clinical interviewing as a professional activity. Emphasis will be 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 formulate a Master Treatment Plan.

**Course Prerequisite(s)** ENGL 1301; HPRS 1201

**Academic Discipline/CTE Program Learning Outcomes**

1. Identify commonly used assessments including a psychosocial history.

2. Identify community resources.
3. Articulate client rights and ethical responsibilities.
4. Describe limitations of confidentiality.
5. Create alliances with multidisciplinary professionals.

**Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)**

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 an comprehensive network of professionals.

**SCANS and/or Core Curriculum Competencies: If applicable**

Identify issues of confidentiality and ethics and their application to the interview process

Demonstrate accurate data collection

Define and use terminology related to assessment

Cite examples of client documentation and use of record keeping skills.

**8 Week Calendar**

Please refer to the Eagle Online's class calendar.

**CLASS TIME SCHEDULE:**

Class Time Schedule:

12:00pm - 12:50pm

12:50pm - 1:00pm Break

1:00pm - 1:50pm

1:50pm - 2:00pm Break

2:00pm - 2:50pm

**Instructional Methods** Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, on-site practical experience, supervision, & observations.

### **Instructional Materials: Required**

**Manual:** J. M. Karls and K. E. Wandrei, Ed. (1994). Person-in-Environment System: The PIE Classification System for Social Functioning Problems .

Discussion Questions; Web Sites; Handouts of various learning materials.

### **PROFESSOR'S GRADING CRITERIA:**

1 Critique Paper = 5%

3 PIE Cases = 15%

Values Paper = 5%

Ethics Paper = 5%

Boundaries Paper = 5%

HIPAA Paper = 5%

Suicide Paper = 5%

1 Psychosocial History Report= 35% (allowed to remake)

1 Master Treatment Plan = 20% (allowed to remake)

Your professor will conduct quizzes, exams, assessments and 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 & ASSESSMENTS**

Identify issues of confidentiality and ethics and their application to the assessment process

**Confidentiality:** In the natural course of an interview, the person you select to interview may place trust in you and self-disclose very private information. As you can see in the psychosocial, vital information is required for the psychosocial paper. Therefore, maintaining confidentiality is the student's professional responsibility. To

protect the person being interviewed, have the person sign the Release of Information form. To inform the person of the nature of this interview, have him/her sign the Interview Letter. If Dr. Parrott suspects misconduct, the student will receive either a reprimand of a grade of 0 for that assignment or an F for the course.

Demonstrate accurate data collection

**Psychosocial Report:** The psychosocial is a thorough and systemic interview & assessment involving psychological and social aspects of an individual's mental, emotional and behavioral condition. Your report must be in the exact format as the handout.

**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. Your report must be in the exact format as the handout.

**Client Selection for Psychosocial & MTP:** In selecting a person for the psychosocial interview, judiciously choose an adult i.e. a friend or 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 involved with. The selection of a person to interview is solely for the purpose of this course. 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. Make sure that the person's information is current & accurate.

### **Student Assessment(s)**

Define and use terminology related to assessment

**Critique:** Read the handout on Writing a Critique and follow the instructions. The critique should have 3 sections: Introduction; body; & Conclusion. Keep critiques approximately 1-2 pages in length. Each section is valued at 33 grading points.

Cite examples of client documentation and use of record keeping skills.

**Files:** All papers are to be submitted electronically generated in Rich Text.

When submitting your paper, title your file attachment with the name of the assignment and your last name as in the following example: psychosocial\_your last name. If you fail to title & generate your file attachment in rich text as required, 10 points will be subtracted. Late papers will not be accepted. Failure to submit files on their due date constitutes a score of 0 for that assignment without the privilege to remake it. Submitting a portion of work with no effort in doing the assignment is considered as a failure to submit. I highly recommend you have your work edited by utilizing AskOnline.

Students who submit their Genogram paper on time are the only ones who will have the privilege and option to re-make their graded paper for a maximum score of 85. After your 1<sup>st</sup> submission has been graded and returned, you will be given 1 week to re-make your paper. Title your re-make paper in the same format as previously described by adding "Remake" in front of the attachment title, for example: Remake\_psychosocial\_your last name.

## **PROFESSOR'S REQUIREMENTS**

### **Classroom Behavior**

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your professor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your professor achieve this critical goal.

Students who demonstrate an attitude of disrespect, silent avoidance, unwillingness to collaborate, lack of self-efficacy and lack of autonomy or any other unprofessional behavior I will not endorse them for a practicum. A Student Classroom Behavior Measurement designed by Dr. Parrott will be utilized as an early alert procedure to inform a student of their classroom behavior. The form can be found in the class under its name.

### **HCC POLICY STATEMENT ON STUDENT ATTENDANCE, 3-PEATERS, WITHDRAWAL DEADLINE:**

**Attendance:** As per the HCCS Student Handbook, a professor has the authority to drop a student for excessive absences after accumulating absences in excess of 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 absence. In an 8-week course, students can be dropped after 3 hours of absence.

**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. Gradable is measured by the grading criteria explained in the assignments, exams, etc. After the last day to withdraw, the student will receive an F.**

Students are expected to sign their initials on the Classroom Attendance Sheet provided by Dr. Parrott. Failure to do so will constitute an absence for that day. If you fail to sign the Classroom Attendance Sheet and were in class, then the burden of proof is the student's responsibility.

Students who remain in the class and miss more than 3 clock hours (1 absence) will result in a subtraction of points from their final grade: 3 points for each additional tardy and 5 points for each additional absence. A tardy is defined either as arriving late after the class starting time or arriving late from a break or leaving class early. Three tardy to class is equivalent to one complete absence.

Students who stop attending class are expected to officially withdraw themselves. They may either receive an F or a W for the course if the student stops attending.

Students with perfect attendance will receive 1 extra credit point.

**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 have to 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. The last day to officially withdraw is 15 April 2013 at 4:30pm.

**Repeating a Course:** Students are not permitted to submit work from previous semesters. If a student is repeating this course, reduplicated work will receive a 0 without the privilege to redo. If reduplicated work is submitted a 2<sup>nd</sup> time, the student may receive an F for academic dishonesty.

**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. They also have the necessary software. All registered HCCS students are welcome to use any HCCS computer lab at any HCCS campus.

## **ACADEMIC SUPPORT:**

**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.

**AskOnline.** For writing assignments only, you can now submit papers to AskOnline. Your work will be reviewed by HCC tutors with 24-hour turnaround.

**Human Service Program Tutor.** Larry Kegler is the Department's tutor. He can be contacted at: 713-718-5538; or through his HCC email: [larry.kegler@hccs.edu](mailto:larry.kegler@hccs.edu)

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

Inform Dr. Parrott immediately of your reason for not being able to complete the course. I usually approve of an Incomplete when 3/4th of the semester is over. If approved then schedule an appointment with Dr. Parrott to fill out the "Request for Incomplete Form."

An incomplete extends through the next full semester. At the end of that extension the "I" will automatically convert into an "F" if the student does not complete unfinished work.

**Private Consultation with Dr. Parrott:** I will be of assistance and available to students who are welcome to drop by my office. Students can also schedule an appointment.

**Cellular Phones:** I request all cellular phones to be on silent mode. If you are expecting an important call or if it is an emergency, please inform me. I prefer students to remain in class and respond to calls either during a break or until class is dismissed.

**Extra Credit:** I promote the full development of personal and professional capacities and, therefore, strongly recommend students to be involved in their own personal counseling.

I have a clinical social worker from U of H's Graduate College of Social Work who will provide individual counseling. Students can leave a message at 713-718-5549 requesting an appointment. For each appointment, students can receive .4 points which will be added to the final grade score. The Extra Credit Sign Sheet can be found in the Extra Credit Folder. At the end of the semester submit this form to Dr. Parrott. The other option for extra credit is scheduling an appointment through UT EAP @ 713-500-3327. At UT, the maximum amount of sessions is six (6).

**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 and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and professor, you are asked to turn off your cell phone and other electronic devices, and not use these devices in the classroom unless you receive permission from the professor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

## **PROGRAM/DISCIPLINE REQUIREMENTS:**

**Grievances** - a grievance is an actual incident which can be substantiated and is regarded by the student as a just cause for protest. Persons whom a student can file against include a student, professor, administrator or staff member in the Department. The first step to resolve the issue is to settle it informally by discussing the problem with the person and reaching a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, the student may meet with Dr. Parrott or his/her faculty advisor. If the issue is still unresolved, then the student may discuss the matter with the Department Chair. If the student decides to terminate or ignore the process, this will be considered a final action that cannot be reversed via filing a formal grievance at a later date. If the student decides to file a formal grievance then a written statement can be submitted to the Department's Program Discipline Committee.

## **HCC Policy Statement - ADA**

A student with a documented disability (e.g., physical, learning, psychiatric, visual, hearing, etc.) needing reasonable accommodations may contact the Disability Support Service Counselor Ms. Hope Pamplin in Room # 101, phone: 713-718-7082 at the beginning 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 extra credit points added to your final score. Please refer to HCC Student Handbook: <http://www.hccs.edu/hccs/current-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
59 and 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.

**ACCESS STUDENT SERVICES POLICIES ON THEIR WEB SITE:**

<http://hccs.edu/student-rights>

**Syllabus Up-Dates and Revisions:** Dr. Parrott reserves the right to alter or amend this syllabus as needed for the best interest of the students.

Most Recent Up-Date: 6 March 2013  
Revisions: All previous syllabi are null and void.