



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

**Practicum (or Field Experience) Prevention
DAAC 1264**

Semester with Course Reference Number (CRN): Spring 2015; DAAC 1264 CRN: 41606

Instructor contact information (phone number and email address): Rick Parrott PhD, LCSW, CFSW; 713.718.5533; rick.parrott@hccs.edu

Office Location and Hours: 1900 Pressler Dr. Houston, TX. 77030. Room 410

Course Location/Times: Coleman; Tuesday: 5:00 – 6:00 p.m.

Office Hours: M: 3-5:00; T: 11:00-12:00; W: 2-4:00; Th: 2-6:00; F: 10-12:00

Course Semester Credit Hours: 2.00 Credit Hours

Lecture Hours: 2.00

Laboratory Hours: On site practice.

Total Course Contact Hours: 224 practicum hours per semester

Continuing Education Units (CEU): Does not apply to this course.

Course Length (number of weeks): Sixteen (16) Weeks.

Type of Instruction: Practicum. Class consists of hours at a practicum site in the community arranged between the student and the site. Students are also required to attend a one-hour weekly supervision with the practicum faculty at the college.

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Prerequisite(s):

1. DAAC 1304
2. DAAC 2306

3. DAAC 2353

Course Goals

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Student Learning & Outcomes

To develop basic competency in the 5 Prevention Domains:

1. Planning and Evaluation
2. Education and Skill Development
3. Community Organization
4. Public Policy and Environmental Change
5. Professional Growth and Responsibility

Learning Objectives

1. To develop a plan for each of the domains with their Practicum Supervisor.
2. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
3. The student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Required Textbook: Sweitzer, H. F. & King, M. A. (2004). The successful internship: Transformation and empowerment in experiential learning. 3rd Ed. Canada: Thomson; Brooks/Cole. ISBN: 978-0-495-38500-4.

Instructional Methods: Class consists of hours at a practicum site in the community arranged between the student and the site. Students are also required to attend a one hour weekly supervision with the practicum faculty at the school. Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, on-site practical experience, supervision, & observations.

PROFESSOR GRADING CRITERIA

Student Evaluation (Supervisor's recommended grade).....	50%
Drug Screen	2%
Student/Supervisor Agreement Form.....	5%
Ethics Form.....	2%
Time Sheets.....	7%
Supervision Log.....	2%
Student Evaluation.....	2%
Education Contract.....	10%
Project.....	20%

Student Assignments: Grade recommendation from site supervisor; Assigned signature sheets; Case Studies; and Education Contract.

Files: The title of your files is very important because they will be filed electronically in your permanent Department files. Make sure that each document is labeled with your last name first name title of document course name, e.g. Parrott Rick Student Evaluation CMSW 1266.

Practicum Site: To apply theory, concepts and skills in an agency setting. The site supervisor's principal role is to bridge the gap between theoretical and practical concepts by engaging in a close relationship with you in understanding the responsibilities of professionalism and the development of skills. The supervisor is expected to evaluate the student by providing weekly supervision and complete a final evaluation with a grade recommendation.

You are to seek a site BEFORE class starts. Take notice that some sites require certain documents and training before they accept you.

Required Documents and Signatures: To insure a successful practicum experience the required documentations are: 1. Drug Screen, 2. Student/Supervisor Agreement Form, 3. Ethics Form, 4. Time Sheets, 5. Supervision Log, and 6. Student Evaluation. These forms must be submitted in PDF with the exception of the drug screen, which must be hand delivered in a sealed envelop. Each form is graded on a pass/fail basis: Pass = 100 and Fail = 0.

Drug Screen: Accepted drug screens are performed within 2 weeks before classes officially begin. See HCC semester calendar. If you do a drug screen after class begins then your practicum hours commence based on the date of your drug screen. Your drug screen must consist of a minimum of 7 drug panels with 10 preferred. For confidential reasons, the drug screen is to be hand delivered in a sealed envelop to Dr. Parrott.

Student/Supervisor Agreement Form: this form documents your agreement to do a practicum at a particular site. It is due the 1st day of class submitted as a PDF.

Ethics Form: this form documents that you have read the Code of Ethics and are familiar with each section. You are to sign and submit it as a PDF on the 1st day of class.

Time Sheet: this is documentation of your contact hours. You are to keep a weekly tally of your hours. You are to submit the final time sheet as a PDF with signatures due the last day of class.

Supervision Log: is an account of the amount of time you spent face-to-face with your supervisor. This document is due the last day of class with signatures submitted in PDF.

Student Evaluation: your supervisor is to do a final evaluation of your work with a grade recommendation. This is due the last day with signatures as a PDF.

Education Contract: All practicum students are to develop the Ed Contract on their own by discussing with your supervisor the specifics of your practicum. No site supervisor is to do the contract for you.

This is a graded assignment. The highest grade is 100 with the option to remake. The highest score for a remake is 80. If you do not submit a contract you will receive a grade of 0 that will remain as your grade for this assignment despite the fact that you still have to turn in a contract.

There will be 3 submission links: Ed. Contract; Ed. Contract-Remake; and Final submitted in PDF. Only those students who submit their contract on its due date have the privilege of a remake. This contract is to be done as a Word doc. Once approved; obtain signatures and submit as a PDF.

Project: Students are expected to develop a prevention project or participate in a prevention project at their site and present the ongoing process as it relates to the five Domains.

Domains & Time Sheets: All students are required to have “hands on” experience of the five domains that are required for this practicum experience. You are to document your practice of these domains in your Time Sheets. There should be a variation throughout the semester.

Student Behavior/Attitude: This will be measured by your attitude toward authority, autonomy, eagerness and receptivity toward receiving feedback from Dr. Parrott and your site supervisor. Dr. Parrott will focus on several aspects of practice, for example: “How do you make the best use of your case discussion? How open are you to modifying ways of handling your emotions and counselor traps (countertransferences) in order to permit new learning?”

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 will not be endorsed 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.

Cellular Phones

Put cellular phones on silent mode. If you are either expecting an important call or an emergency, please step out of the class. If stepping out of the class becomes a repeated behavior (2 or more) then the student will receive a tardy for early departure. Please be considerate of others and respond to calls either during a break or until class is dismissed.

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.

Students who do not attend class two (2) weeks in a row or who do not submit the equivalent of two weeks' worth of gradable work will be administratively dropped from the course. Gradable is defined in the criteria stated in assignment rubrics and exams scores reflecting 60 or above. 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 miss more than 3 clock hours (1 absence) will result in a subtraction of points from their final grade: 1 point for each additional tardy and 3 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 tardies to class is equivalent to one complete absence.

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

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 30 March 2014 at 4:30pm.

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 2 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 or can be administratively withdrawn. An investigation by Dr. Parrott will determine the consequence.

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.

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 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. It is your responsibility to maintain contact with Dr. Parrott about your progress.

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 713-7188520 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.

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities.

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.

Ask Online

For writing assignments only, you can now submit papers to AskOnline. HCC tutors with 24-hour turnaround will review your work.

Personal Assistance

MHN is an EAP program that offers several services to students: counseling, child/elder care, financial advising, legal services and identity theft services. Contact number is: (713)-500-3327.

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

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.

Extra Credit

Extra credit is for a student who wants to do work that is beyond class requirements. If you want to do extra work, then come up with a project of interest and schedule an appointment with Dr. Parrot to discuss your plans. The maximum amount of points added to the final score is three.

PROGRAM / DISCIPLINE REQUIREMENTS

Grievances

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 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 HCC Disability Support Service Counselor 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
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

Student HCC Web page: to access this go to the HCCS website and search Student Rights.

Student Association: If you wish to join the student association, contact Rich Rosing at, 713-718-5540 or email to richard.rosing@hccs.edu

Department Web page: to access this go to the HCCS website and search Coleman and Human Services Technology Program.

HSTP Student Handbook: This is found at the Program website.

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 for the best interest of the class.

Most Recent Up-Date: 7 January 2015

Revisions: All previous syllabi are null and void.