



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

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

CRN: 12970 Summer 2017
Coleman Campus – Room 461 | 5:00am - 6:00 pm | Tuesdays
Credit Hours – 2.00-hour lecture | 224 hours | 8 weeks

Syllabus

Professor

Dr. Rick Parrott LCSW, CFSW. 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

You are to use the Canvas email to contact me. College address: 1900 Presser Dr. Houston, TX. 77030; HCCS email: 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.

Type of Instruction

Practicum 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 class 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):

DAAC 1304; DAAC 2306; 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 (SLO)

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.

INSTRUCTIONAL MATERIALS

Resources

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.

Hogan, J., Reed Gabrielsen, K, Luna, N., Grothaus, D. (2003) Substance Abuse Prevention. Alan & Bacon. Boston, MA.

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 (Site's recommended grade)	40%
Drug Screen	2%
Student/Supervisor Agreement Form.....	2%
Ethics Form.....	2%
Weekly Time Sheets.....	7%
Final Time Sheet.....	5%
Supervision Log.....	2%
Education Contract.....	12%
Project.....	20%

Attendance8%

STUDENT ASSIGNMENTS

Student Assignments

Most assignments in this course will be graded on a pass/fail basis with the exception of your Education Contract which will be graded in the typical point fashion. Pass/Fail will be converted numerically: passing = 100 and Failing = 0.

Files

All files are to be submitted digitally generated either as a Word Document with the file extension being **doc or docx** or **PDF**. The title of your files is very important because they will be filed digitally in your permanent digital Department files. Please labeled files as follows: last name, first name, title of document, and course name, e.g. Doe John Student Evaluation DAAC 2267. All documents must be submitted in their appropriate links. Failure to submit pass/fail assignments with the name file as described will result in a failing grade as failure to follow directions. Despite the failing grade, you are required to submit the document for filing purposes. Ten points will be subtracted for those assignments with the typical point grading.

If a student either submits a file without signatures or fails to submit a required file or other reason that the file is not turned in will receive an "0" as your final grade even though the file is required and needs to be submitted. I recommend you have your work edited by utilizing Upswing.

Practicum Site

A practicum is the application of 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.

Students are required to report conflicts experienced at their site as is supervisors are expected to contact Dr. Parrott if you are practicing below expected proficiency.

Required Documents with Signatures

To insure a successful practicum experience the required documents 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

except for the drug screen, which must be hand delivered in a sealed envelope. Each form is graded on a pass/fail basis.

Drug Screen

Accepted drug screens are those obtained within 2 weeks before classes officially begin. (See HCC semester calendar.) Students can begin their practicum hours the day classes officially begin, however; if a student does not have their drug screen dated BEFORE classes officially begin, then practicum hours will not count.

Late drug screen submittal: If you do not have a drug screen to submit on the 1st day of class, you will receive a "Fail" which will be recorded. Despite the failing grade, you are still required to submit it if you plan to continue the practicum. Keep in mind that your practicum hours will count based on the date you submit your late drug screen, not the date you had the drug screen done.

Drug screens must consist of a minimum of 7- 10 drug panels. For confidential reasons, it must be hand delivered the 1st day of class to Dr. Parrott in a sealed envelope with your name.

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. Failure to submit it on the 1st day constitutes a grade of "Fail."

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. Failure to submit it on the 1st day constitutes a grade of "Fail." You are required to submit this form.

Time Sheet

This is documentation of your contact hours. You are to keep a weekly tally of your hours. The final time sheet must have all cumulative hours and skills to be submitted as a PDF with signatures. It is due the last day of class.

Supervision Log

This document is an account of the amount of time you spent face-to-face with your supervisor. It is due the last day of class with signatures, submitted as a PDF.

Student Evaluation

Your supervisor is to submit an evaluation of your work with a grade recommendation. This is due the last day with signatures, submitted as a PDF.

Please note that this is a grade recommendation, Dr. Parrott has the final say of your grade for this course. You will be evaluated on your overall performance as a practicum student based on the grading criteria and clinical proficiency (tasks outlined in the 4 Domains). If you fail to perform at an overall expected level of ability, Dr. Parrott has the right to decide if you pass or fail this course.

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 the only assignment graded in a point fashion.

Students who submit their 1st draft on its due date have the privilege of a remake until Dr. Parrott approves your contract. Each remake grade value is reduced. Once approved, obtain signatures, scan and save as a PDF in the Ed Contract-Final Record link.

Time Sheets

You are expected to have “hands on” experience practicing a combination of the 4 Domains that are required for this practicum. Documentation of your hours should show a variation of tasks throughout the semester. If you complete your hours early, you are expected to continue to document classroom hours.

Throughout the semester, keep a weekly tally of your hours and submit it as a Word doc. Signatures are not required.

The Final Time Sheet is an accumulation of all your hours, with signatures, converted into a PDF due the last day of class. No other format will be accepted.

Case Study

You are expected to present one case study so that Dr. Parrott can give you feedback on your developing skills. You will receive a 0 if you do not present a case. Grading is based on the following rubric:

Report writing: 1) Student demonstrates ability to construct and present an appropriate testing report; 2) Tasks of Domain 1

PROFESSOR'S REQUIREMENTS

Student Responsibilities

Read, sign, and submit required forms.

Submit assignments complete, according to instruction, and on time—no late assignments are accepted.

Attend and be prepared for class by reading and completing all assigned work in advance.

Actively participate in lectures, discussions, and activities.

Provide and consider constructive evaluations and feedback.

Cooperate with, support, and be respectful of your colleagues and the professor.

Communicate with Dr. Parrott concerning any issue or difficulty, preferably before it becomes a significant problem.

Make a full effort on all assignments. I will do all I can to be fair, but you earn your grades.

Adhere to the college's academic standards.

Student Behavior/Attitude

This will be measured by the following rubrics:

Professional Boundaries: Student recognizes the boundaries of her/his competencies & maintains appropriate boundaries 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) in relationships with professors and peers.

Professionalism: Student behaves in a professional manner towards professors and peers. (includes appropriates of dress & attitudes).

Students who demonstrate any one or combination of the above rubrics may not only fail this course but may not be endorsed for another 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. 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. If you use your phone during

class, you will be asked to leave to return when class convenes. Your attendance will be marked as an early departure.

HCC POLICY STATEMENT ON STUDENT ATTENDANCE, REPEATERS, WITHDRAWAL DEADLINE

Attendance (8% of your grade)

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 6 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 can be administratively dropped from the course. Gradable is defined as the criteria stated in assignment rubrics and exams scores reflecting 60 or above. After the last day to withdraw, the student may receive an F.

You 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.

Missing more than 6 clock hours (2 absences) 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 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.

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. 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 or can be administratively withdrawn. An investigation and decision 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 and 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 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 713-7188520 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.

Upswing

For 24/7 online tutoring, go to: <https://hccs.upswing.io>

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.

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 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 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

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oi@hccs.edu. Additional information may be obtained online: <http://www.hccs.edu/district/departments/institutionalequity/>

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination.

Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

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 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

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

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 ECLS3 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: 1 June 2017

Revisions: All previous syllabi are null and void.