

Three Rivers Community College: Introduction To Human Services Spring 2011

TRCC MISSION STATEMENT

Three Rivers is an accessible, affordable, and culturally diverse community college that meets varied educational needs by creating an environment that stimulates learning.

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HSE K101 CRN 11954

Spring 2011

Sat 9:00 am -11:45 a.m.

Office hours: Mon, Tues, Thurs, Fri from 12 p.m. until 12:30 p.m. in room C131 (as per appointment), before and after any class, and any day after 4:00 p.m. It is best that you e-mal me at both addresses

PREREQUISITES

Satisfactory reading placement test score indicating ENG K101 or completion of ENG K100 with a “C “or better.

COURSE DESCRIPTION

This course is designed to familiarize students with the current theory and knowledge related to human services. The course will include a survey of the helping professions, including a history of social welfare and human service agencies. The course will include guest speakers and an opportunity to observe human service practice in local human services organizations. Students will be expected to complete 10 hours of volunteer service in the community.

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HUMAN SERVICES DEGREE GOALS

The Human Services Associate of Science program responds both to the need to prepare students for entry-level positions in human services, and to prepare students who plan to transfer to a four-year college or university for a baccalaureate degree in social work (BSW) or some other related field of “human services” study. ***This course will be taught and facilitated from a Social Work perspective with an over all emphasis on professionalism.*** The curriculum is designed to help students acquire knowledge, skills and competency in the methods of casework, group work, case management and community organization, with a focus on individuals, families, small groups, organizations and communities.

COURSE GOALS

At the end of this course the student will have achieved the following goals.

- 1 Demonstrate having a comprehensive knowledge of the historical development of the social work profession.
- 2 Demonstrate a basic knowledge of causes related to current social problems and how they are viewed through various ideological lenses, and how these social issues are addressed by social service agencies.
- 3 The student will be able to identify ethical dilemmas that are in conflict with social work ethics and values and how to resolve them.
- 4 The student will have a basic comprehension of cultural competency and human diversity and how to incorporate cultural relativism into their practice.
- 5 Student will be able to demonstrate a basic knowledge of the basic concepts of Social welfare.
- 6 Students will demonstrate the ability to develop their own individual educational / career goal plan.
- 7 Student will develop advance understand of how social service agencies are structured and function at all levels.

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INSTRUCTIONAL MATERIALS

TITLE: (required) Social Work, Social Welfare & Amer Society, **AUTHOR:** Popple **EDITION:** 8th
PUBLISHER: Allyn & Bacon, Incorporated **ISBN:** 9780205793839, **NEW:** \$113.25 **USED:** \$85.00 **RENTAL:** \$55.21

TITLE: (required) OUT OF THE DARKNESS/ STORY OF MARY ELLEN WILSON **AUTHOR:** SHELMAN
COPYRIGHT YEAR: 1999 **PUBLISHER:** Blue Dolphin Publishing, Incorporated, **ISBN:** 9780966940008, **NEW:** \$19.95
USED: \$15.00

In class handouts, work sheets, and readings provide the instructor. -- free
APA writing guideline and citation found on the TRCC library web site. --free
Class agendas. --free

PLAGIARISM

Plagiarism is the unacknowledged use of another person's work or ideas in your writing. It is often known as copying word for word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussion or study groups is considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. Your writing for this course, and any other course at TRCC is expected to be original, the product of your own thinking. **ALL PAPERS REQUIRE YOU TO SUBMIT A ROUGH DRAFT 2 WEEKS PRIOR TO THE ASSIGNMENT DUE DATE. ALL WORK MUST BE CITED USING THE APA CRITERIA.** This requirement will aid me in assuring academic integrity and as a way to provide feedback to the student. A student who has plagiarized will receive a ZERO on that assignment and I will report it to the Academic Dean and Student Services Dean where disciplinary action may be taken. Ethics are an integral part of Social Work and Working in the human service profession. *** **See TRCC student hand book**

DISABILITIES STATEMENT

Students with disabilities are guaranteed reasonable accommodation under the provisions of the Americans with Disabilities Act of 1992. Disclosure of a disability must be voluntary. In instances where students have disabilities that are not discernible, valid and reliable documentation to verify eligibility for accommodation is required and must be submitted to the Student Development offices of Student Services. Please call 383-5217 for more information or to schedule a confidential meeting with one of our disability service providers. **Please inform me if you need a reasonable accommodation made on your behalf.**

CLASSROOM RULES

In order for us to meet the goals of TRCC's Mission Statement of providing an "accessible, affordable, and culturally diverse community college that meets varied educational needs by creating an environment that stimulates learning" we must have some classroom decorum. No student(s) shall create a disturbance that inhibits the learning process of others. The use of foul language, racial epithets, cross-talking, derogatory comments, interrupting others in mid-conversation, will not be accepted in the classroom setting. Any person engaging in such activities maybe asked to leave the classroom and will have to meet with the instructor in order to return to the classroom setting. The idea is to create a learning environment where all persons feel comfortable participating in the classroom activities. Restroom breaks are permitted throughout the class period, just give me an indicator that you need to be excused. The one exception is during a quiz or 5 minute reflection paper; please plan accordingly. All fire alarms must be responded to, everyone must follow the evacuation rout posted in the classroom.

DISSAGREEMENT ABOUT GRADES

If a student has a disagreement about a grade they have received they have a right to discuss their concern directly with me. We will set up a time to discuss the concern and if the student still doesn't agree then we can ask for mediation.

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EXPECTATIONS OF YOU

- a. **You are expected attend and participate in every class and be on time for the start of class.** Missing class will certainly affect your ability to learn and it will almost certainly affect your grade in a negative way. By contrast, attending and participating in all classes will enhance your learning experience and almost certainly improve your grade. If you miss a quiz or a 5-minute Reflection paper due to tardiness or missed class you will not be able to make them up. There are exceptions for tardiness and absenteeism that are acceptable like life altering events, like births, deaths, accidents, illness, ect. All incidents will be up to my desecration and the student must discuss this with me for allowances. Working in the human service profession requires you to be on time and present.
- b. You are responsible for reading the entire assignment before class. For example if you are assigned a chapter in the book and a handout, please have all material read before that class. **You must be prepared!** Working in the human service profession will require you to be prepared when you meet with the clientele you work with, or with other service providers.
- c. This class will consist of lectures, small group work, and class discussion, and you are expected to engage and participate in all classroom activities, as this is part of your grade for participation. Working in the human service profession will require you to actively engage with clients, co-workers and other service providers.
- d. All work must be cited using the APA Citing criteria and APA writing guidelines must be used for all paper. **Wikipedia is not a reliable reference and will not be allowed as a formal reference, but it can be used as a research tool, because is peer written reference source.**

EXPECTATIONS OF ME

While I place expectation on you I will be expected to do the following: be on time for class, behave in a professional manner, be prepared for each class, provide you with constructive feedback, answer your questions, listen to your concerns, correct your and return your work in a timely fashion, and help you explore and prepare for an education and our career in the human service profession. Please feel free to make an appointment to meet with me during my posted office hours, e-mail me, or leave a voice message to discuss you concerns or questions. I assure you that I will contact you in a reasonable amount of time. My general work hours for the TRCC's Institutional Research Dept. is Mon – Friday 8:30 a.m. through 4:00 p.m. Even if you are not having any difficulty with the material, please come and see me.

TECHNOLOGY STATEMENT

Please do not answer or make a call during class time unless it is necessary and you let me know ahead of time. Texting is not allowed during class unless we are on a break. **Please check that all of your mobile devices are turned off prior to the start of class.**

BREAKS

I will attempt to take a 15 minute at the halfway point of the class or as needed.

CLASS CANCELLATION

I will personally contact every student via telephone and e-mail to inform them of a class cancellation, be sure to provide me with your best and or most current contact information to assure that you get notified! If class is canceled then there maybe adjustment to the syllabus (at my discretion) in order to cover all of the material and class activities.

SNOW DAYS

The method notification of cancellation due inclement whether during the weekdays is the same method used on Saturdays. All students are encouraged to sign up through MYCOMMNET for the automated messaging service through the school. If I decide to cancel the class and the school is still open then I will contact all students about the cancellation. If class is canceled then there maybe adjustment to the syllabus (at my discretion) in order to cover all of the material and class activities.

ACADEMIC CALANDER

SPRING 2011

Jan. 17 Martin Luther King Day - College Closed

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Jan. 19 Professional Day
New Student Orientation
Last Day for Full Tuition Refund
Jan. 20 **Classes Begin**/Late Registration Begins
Add/Drop Period Begins
Jan. 24 First 7 ½ -Week Mods Begin
Jan. 27 Instructor Signature Required to Add Classes
Feb. 2 Last Day of Add/Drop and Partial Tuition Refund
Feb. 3 College Professional Day – Classes Not In Session
Feb. 17 Last Day to Select Audit Option
Feb. 21 President's Day Observed – **Classes Not In Session**
Mar. 13- 19 Spring Break - **Classes Not in Session**
Mar. 22 Second 7 ½ -Week Mods Begin
Mar. 23 First 7 ½ -Week Mods End
Apr. 7 Last Day to Select Pass/Fail Option
Last Day to Submit Incomplete Work from Fall '10 semester and Intersession '11.
Apr. 8 Faculty System Professional Day – **Classes In Session**
Apr. 15 Last Day to apply for Summer (August '11) Graduation
Apr. 22 -24 **Spring Recess – College Closed**
May 9 Last Day to Withdraw from Classes
May 16 Last Day of 15 Week Session
May 16 Second 7 ½ -Week Mods End
May 17 - 18 Make-up/Supplemental sessions - **Instructor Discretion**
May 19 Final Grades Due
May 21 **Commencement**
May 27 Student grades available on Web
May 30 Memorial Day - **College Closed**
June 15 Last day to apply for Fall Graduation (December '11)

GRADING CRITERIA

This course is very demanding course for a lower level 10 course, but it is indicative of the real life experience of completing a social work degree program as well as the demands of working in the human service profession in general. You will be expected to complete a fair amount of reading over this next semester along with writing a few papers and completing a 10hr service learning experience at a human service agency.

Participation (10%) - Students are expected to come to class prepared and actively participates in discussions and group work each week.

15 Five Minute Unannounced Reflection Papers to completed in class (15%) – At the end of each week we will spend some time reflecting on what was covered in and outside of class. The paper will be done in class and will be based on guided questions. While grammar and punctuation will be checked, the paper will be graded based upon content and treated as a rough draft. You will receive either a check- for 50% value of the assignment or a check for a 100 % of the value.

10 Unannounced Quizzes (10%) -- More than 10 quiz's maybe given but only the top 10 highest scores will count. Quiz's given a 0 due to unexcused absence will factored in with towards the 10 quizzes that are counted.

10 hours of (mandatory) volunteer service in the community (10%). Students are expected to complete service learning experience at a local non-profit human service agency by no later than 4/30/11. The service learning is connected to the final paper, there for if the student doesn't complete the service learning aspect they will not be able to complete the paper, which is worth 20% of their grade. I will assist students in finding a placement.

Mid –Term Reflection Paper on Mary Ellen Wilson Story (20%) – Student will write a 4-6 page paper that will briefly summarize the life story of Mary Ellen Wilson, correlate factors that are discussed in chapter 10 of Popple to the causes of why Marry experienced neglect and abuse. Rough draft due: 02/26/11 final paper due: 03/12/11. Student will be required to read approximately 66 pages per week with expected classroom conversation.

Career Exploration Paper / project (15%) – Student's will write a 4-6-page paper that will focus on the student's future educational and or career goals. They will identify a specific demographic of people and treatment modality they are interested in working in, identify the baccalaureate degree and or masters degree program they are interested in attending,

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identify any licensing and educational requirements needed to work in the treatment modality they are interested in, and what classes they need can take at TRCC fulfill their education and career goals. Rough draft due: 4/02/11 final paper due: 04/16/11

Final Columination Service Learning Paper (20%) – Students will write a 10 – 12 page paper based on their service learning experience at a local Human service agency. The paper will require the student to interview the program coordinator, research information about the agency, and write a detailed report that correlates specific concepts that are discussed in the Popple book that identify what type of agency it is, the service it provides, their perspective on social welfare, the social problem that resulted in the agency being formed, ect. The student will be provided a detailed format to follow for the paper that will be amended to this syllabus. Rough draft due: 04/30/11 final paper due: 05/14/11

RESOURCES FOR STUDENTS AT TRCC

I encourage you to utilize the services that are available at the Library for any research that you may have to do. If you feel that some of your writing skills maybe a little rusty or that it is an area that you are challenge in. I encourage you to utilize the tutoring resources that are available at the TASC Center. A tutor can work with you side by side or you can drop off a paper you would like help with, or you can even submit it for review through e-mail. Remember you already pay for these services, so might as well take advantage of them. If you are interested in the TASC services it is better to request help sooner rather than later, because as the semester rolls on the busier they get!

GRADING RUBRIC FOR PAPERS

Subject Content 35%	Excellent (30-35) A comprehensive grasp of the subject matter is demonstrated, including an in-depth understanding of the relevant concepts, theories, and issues related to the topic addressed.	Adequate (20-30) A thorough grasp of the subject matter is demonstrated.	Poor (0-19) Shows little to no grasp of the subject matter.
Awareness of Issues 20%	Excellent (17-20) An awareness of differing viewpoints is demonstrated and a rigorous assessment of viewpoints is contained.	Adequate (13-16) An awareness of differing viewpoints is demonstrated but assessment is minimal.	Poor (0-12) Little awareness or assessment is shown.
Critical Thinking 20%	Excellent (17-20) An ability to think critically is demonstrated in the analysis, synthesis, and evaluation of relevant information.	Adequate (13-16) The paper goes beyond description to some interpretation, analysis, and evaluation.	Poor (0-12) Description, interpretation, analysis, and evaluation are minimal or not contained.
Grammar 25%	Excellent (21-25) Sentence structure, grammar, and diction should be excellent, with the correct use of punctuation and citation style, and minimal to no errors.	Adequate (16-21) Sentence structure, grammar, and diction should be shown, with few errors in the use of punctuation and style. Contains some spelling errors.	Poor (0-15) Poor structure and diction shown. Citation style is incorrect or does not exist. Contains many spelling errors.

COLLEGE WITHDRAWAL POLICY

The deadline for students to withdraw is a week before classes end. Before withdrawing from any course please speak with me. I encourage you to also speak with financial aid (if you are using financial aid.) **Not attending class is not dropping or withdrawing from a class.**

SCHEDULE

**Please note that this is a projected schedule. It may change during the semester.*

Week 1 - /22/11– Introduce Class/ Syllabus Overview/ discuss confidentiality, cultural competency, transference and counter transference, ethics. Read ch.1 Popple and read MEW book through ch.5

Week 2 – 1/29/11- discuss readings. Read ch.2 Popple and MEW book through. ch.11

Week 3 – 2/05/11- discuss readings. Read ch.3/4 Popple and MEW book through. ch.18

Week 4 – 2/12/11- discuss readings. Read ch.10 Popple and MEW book through. ch.22

Week 5 – 2/19/11- discuss readings. Read ch.5 Popple and MEW book through. ch.27

Week 6 –2/26/11- discuss readings. Read ch.6 Popple

Week 7 – 3/05/11- discuss readings. Read ch.7 Popple, turn in rough draft for MEW paper.

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Week 8 –3/12/11- discuss readings. Read ch.8 Popple

Week 9 --3/19/11- **no class spring break.** Read discuss readings. read ch.9 Popple

Week 10 –3/26/11- discuss 2 ch. readings. Read ch.11 Popple

Week 11 – 4/02/11discuss readings and turn in rough draft of Career Exploration Paper / project. Read ch.12 Popple

Week 12 -4/09/11 discuss readings. Read ch.13 Popple

Week 13 - 4/16/11 discuss readings and final Career Exploration Paper / project. Read ch.14 Popple

Week 14 –4/23/11 **no class Easter break.**

Week 15 -4/30/11 discuss ch. Readings and rough draft due for Final Columination Service Learning Paper. 10 hr service learn must be completed. Read ch 15

Week 16 –5/07/11 discuss ch. course review

Week 17 –5/14/11 and Final class Final Columination Service Learning Paper due.