1. **COURSE TITLE\*: Human Services Practicum I**
2. **CATALOG - PREFIX/COURSE NUMBER/COURSE SECTION\*:** HSSR 2271
3. **PREREQUISITE(S)\*:** Must be enrolled in the HSSR program and have a minimum of 24 semester hours with a C or better in every course completed in the plan of study or with the Instructor's permission.

**COREQUISITE(S)\*: None**

1. **COURSE TIME:**

**LOCATION:**

**MODALITY:**

1. **CREDIT HOURS\*: 3 LECTURE HOURS\*: 1**

**LABORATORY/PRACICUM HOURS\*: 2 OBSERVATION HOURS: 0**

1. **FACULTY CONTACT INFORMATION:**

**Instructor: Your Name**

**Phone: 937-393-3431 Ext.**

**Email: yourname@sscc.edu**

**Office hours:**

1. **COURSE DESCRIPTION\*:**

This course consists of a 240-hour placement in a local social services agency under professional supervision. The practicum provides job training for students, including developing human services skills, integrating human services theories and skill-based training, and professional documentation. Another component includes remote sessions, recordings, online discussions, and discussions about the practicum setting and learning experiences. In addition, students will become familiar with a human services agency's operations, including client/staff interaction and employee responsibilities.

1. **LEARNING OUTCOMES\*:**

After completing this course, students will be able to:

1. Demonstrate the ability to apply human services theory to assigned practicum tasks.
2. Discover vocational interest in working with practicum client populations and organizational scope of practice.
3. Demonstrate the ability to adhere to human services ethics and values during practicum.
4. Complete documentation of practicum activity through progress notes and field experience learning log.
5. Demonstrate the necessary professional work skills.
6. Identify community resources related to the human services practice area of interest.
7. Describe the integration of practicum experience with human services theory and practice.

**9. ADOPTED TEXT(S)\*: NONE**

You are required to read the Practicum Handbook. Please note that this course uses updated forms not found in the Practicum Handbook's current version. The forms are available in Canvas and required for this course. Click Here for the Practicum Handbook

**10. OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

Southern State Community College offers technical support for students. Please see the following information about technology requirements and how to access assistance. Please note that your Instructor does not have access to the systems that support email, MyCanvas, and other publisher platforms for online learning. Therefore, you need to utilize the information below to resolve any technical issues related to your education at SSCC.

[Click Here for Student Technology Resources](https://www.sscc.edu/academics/student-technology-resources.shtml)

**11. GRADING SCALE\*\*\*:**

## The grading scale will follow the policy in the college catalog:

## A 100 – 90

B 89 – 80

C 79 – 70

D 69 – 60

F 59 – 0

**12. GRADING PROCEDURES OR ASSESSMENTS:**

| **Assessment of Student Learning** | **Maximum Possible Points Earned** |
| --- | --- |
| Practicum Self-Assessment/Alternative Assignment | 20 |
| Proof of Liability Insurance - upload | 10 |
| Waiver of Liability Form | 20 |
| Objectives Developed with Supervisor | 20 |
| Practicum Objectives Evaluation Mid-Term | 70 |
| Professionalism Evaluation Mid-Term | 20 |
| Recommendations of Work-Experience Component of Practicum Grade Mid-Term | 100 |
| New/Revised/Continued Objectives Developed with Supervisor and Submitted (submit clean copy even if no noting changed) | 20 |
| Practicum Objectives Evaluation Finals Week | 70 |
| Professionalism Evaluation Finals Week | 20 |
| Recommendations of Work-Experience Component of Practicum Grade Final Week | 100 |
| Weekly Supervision Logs (15 total worth 20 points each) | 300 |
| Weekly Journal Assignment (15 total worth 15 points each) | 225 |
| Feedback About Site Supervision | 25 |
| Take Away Reflective Writing | 100 |
| Weekly Discussions (16 total worth 15 points each) | 240 |
| Final Cumulative Log with ALL HOURS DOCUMENTED | 25 |
| **TOTAL POINTS POSSIBLE** | **1385** |

* **Practicum Self-Assessment/Alternative Assignment** 
  + If this is your first practicum course, you will complete the Practicum Self-Assessment Questions as an assignment in Canvas. It will be a text box where you go in and answer the questions.
  + If this is your second practicum course, you will complete a different set of questions to earn credit for this assignment. Please make sure you answer the correct question set. Failure to do so will result in zero points earned.
* **Proof of Liability Insurance** is a requirement for this course. You must upload proof of insurance. When you purchased your insurance, you received an email with a receipt. The email may also contain a policy number. You can take a screenshot of the email and upload the screenshot to Canvas to earn credit for this assignment. There are no exceptions to this assignment. If you cannot find the email, it is your responsibility to contact the school to have the email submitted again. If you do not have proof of liability insurance, you will be dropped from the course.
* Waiver of Liability Form – This form must be signed and submitted. If you don't submit the form, you cannot participate in the course.
* **Objectives Developed with the Supervisor** – there is a specific form with detailed instructions. Your responsibility is to read the instructions and give the site supervisor a printed and electronic copy of the directions and the actual Practicum Objectives Form. In addition, you must upload the initial form with the objectives and difficulty level at the beginning of the course.
* **Practicum Objectives Evaluation** – See the instructions for the form and follow these with your site supervisor.
* **Professionalism Evaluation Mid-Term** – This will be a word document you need to print off and take to the site supervisor to complete and submit.
* **Recommendations of Work-Experience Component of Practicum Grade Mid-Term** – This will be a word document you need to print off and take to the site supervisor to complete and submit.
* **New/Revised/Continued Objectives Developed with Supervisor and Submitted March 9th (submit clean copy even if no noting changed) –** see instructions for the form. Note you must submit a clean copy even if nothing changes.
* **Practicum Objectives Evaluation Finals Week -** see the form's instructions and follow these with your site supervisor.
* **Professionalism Evaluation Finals Week** - This will be a word document you need to print off and take to the site supervisor to complete and submit.
* **Recommendations of Work-Experience Component of Practicum Grade Final** **Week -** This will be a word document you need to print off and take to the site supervisor to complete and submit.
* **Weekly Supervision Logs (15 total worth 20 points each)** – this is a new document. It was developed based on the faculty's experience as a student, clinical supervisor, practicum site supervisor, and the Ohio Revised Code regarding the laws for social work assistants (SWA) and chemical dependency counselor assistants (CDCA). The log allows you to document time each day to verify hours worked. It will also enable you to track time spent in activities each day, allowable per the scope of practice for each credential. Students need to be aware they do not qualify for the SWA until they graduate from the HSSR 435 program. Students who have completed HSSR 1105 can apply for their CDCA and begin earning practical work experience if the practicum site is a chemical dependency counseling treatment/facility. These are required for students in the HSSR 435 A program. Suppose a student is in the HSSR 435 A program but is not at a chemical dependency counseling/treatment facility. In that case, the practicum hours do not count toward the practical experience for the CDCA licensure.
* Please read the Practicum Handbook about any additional HSSR 435 A Program requirements and required documentation per the [Ohio Chemical Dependency Professionals Board.](https://ocdp.ohio.gov/)
* **Weekly Journal Assignment (15 total worth 15 points each)** will be based on the Practicum Handbook logs but available in Canvas. They will appear as assignments with a list of questions you have to respond to in a text box.
* **Feedback About Site Supervision –** This document will be available in Canvas. You must complete the form. You must be honest about the site and the supervision you receive. There should not be inconsistencies between what is said in class and the feedback students give on the form. Please note that the information you provide on the feedback form is confidential. Your feedback is essential in determining if a site is an optimal placement for future HSSR students. The program faculty realizes that one student's experience does not mean the entire organization is problematic. The faculty looks for patterns and respects the input of students. Thank you in advance for your honesty and professionalism in applying critical thinking skills in your critique.
* **Take Away Reflective Writing** - These will be questions you have to answer based on your practicum experience. It will be a textbox, not a document to upload.
* **Weekly Discussions (total of 15 worth 15 points each) –** Theses will be available in MyCanvas. Follow the Directions for discussion and the grading rubric.
* **Cumulative Log –** This is required. It is the same log submitted each week, but it needs to reflect your total hours in each area for the semester.
* **Students at an AOD placement setting will need to submit additional assignments. However, no points are awarded for these. These documents are required by the OCDP and are imperative for professional practices and standards.**
* **ALL** documents are submitted electronically via Canvas. The Instructor will not accept assignments sent via email will not be accepted. You will be required to upload the documents; attach the files per the due dates' instructions. The only exception for this may be Discussions or other assignments that only provide a textbox that requires you to answer specific questions. Follow all prompts and particular instructions for the assignments. If you must answer specific questions, do so in the textbox provided, do not attach a file. NO ASSIGNMENTS WILL BE ACCEPTED IF SUBMITTED VIA EMAI IN CANVAS OR THE OUTLOOK SYSTEM.
  + Students need to be comfortable with using technology. The federal government mandates the use of electronic health records. Many social service organizations also use electronic records to document interactions with clients, even if their recording information is not related to an individual's health. As a result, in this class, you must submit ALL assignments through Canvas in the actual course, not the email in Canvas. Projects submitted via email in Canvas or the college email system will receive a zero (0).
  + If you do not know how to submit documents, there are tools in Canvas and links throughout this syllabus to learn. However, it is your responsibility to understand how to submit documents.
* Documents must be readable. If a document is not legible, points are deducted. This includes scratching through something, and the form is a mess. On the other hand, if you mark through something, it will be one line, initial, and the date and correct the mistake. Ethical and proper documentation is essential, and so is the correction of errors.
* If you fail to submit the documents by the due date, you will receive zero points. There will be no exceptions to this.
* If you submit a document with inaccurate information, you will receive zero points for the assignment. For example, submitting the wrong hours will result in a zero. This is a falsification of a document. In professional settings, individuals who do this are terminated. It is severe and unacceptable in this course. Falsification of the documents may result in failing the course.
* You will automatically fail the course if you falsify the practicum experience hours worked/earned. But, again, this goes to professional ethics, and the behavior will not be tolerated.
* If you do not know how to upload documents, you need to contact Canvas Support. There are also tutorials available in Canvas and through Canvas Support to help you. Emailed documents will not be accepted. If you do not upload documents before the due date and time, you will receive zero points.
* Please use the link below to access help with Canvas and the other information contained within this syllabus. Then, scroll down to the section for Students.

[Click Here for a Link to Canvas Guide and Videos](https://community.canvaslms.com/community/answers/guides/video-guide)

* If you fail to submit any of your supervision logs when they are due, you will fail this course. You must understand this. The supervision logs are documentation of your hours and activities. These are required by certifying bodies guiding the programs. These also demonstrate compliance with ethics and laws governing the practices of SWAs, CDCAs, and human and social service providers. The supervision logs illustrate the experience and competency of the students at their given practicum sites.
* It is your responsibility to maintain your placement and behave ethically and professionally. If a site chooses to dismiss you for not following its policies and procedures, you will fail this course.

Students will be responsible for 16 hours of work per week at their approved practicum site for a total of 240 hours this semester (must total of 240 hours per semester to pass the course).

Students will familiarize themselves with agency and departmental policies and procedures.

Students will report to the practicum site on time and scheduled days. In case of unavoidable absence, the student must notify the site supervisor before the scheduled work hours; you typically report to the site. The site supervisor must schedule arrangements to make up for the time lost.

Students will abide by all policies and regulations of the agency. Dress shall be appropriate in keeping with the norms of the agency employees.

Students shall practice confidentiality as directed by the site supervisor and general practice of the agency site.

Students will project a positive image of the agency and the College.

Topics of discussion during the courses will be the following: different supervision styles; division of responsibilities within the agency; learning environment versus the professional environment; sharing learning experiences; and peer support.

**At the Instructor's discretion, an evaluation may include any or all of the following: final exam, mid-term exam, chapter tests, quizzes, term papers and themes, class projects, attendance, class participation, and other assignments.**

* **ALL** documents are submitted electronically via Canvas. The Instructor will not accept assignments via email. You will be required to upload the documents; attach the files per the due dates' instructions. The only exception for this may be Discussions or other assignments that only provide a textbox that requires you to answer specific questions. If you are required to answer particular questions, do so in the textbox provided, do not attach a file. NO ASSIGNMENTS WILL BE ACCEPTED IF SUBMITTED VIA EMAI IN CANVAS OR THE OUTLOOK SYSTEM.
  + Students need to be comfortable with using technology. The federal government mandates the use of electronic health records. Many social service organizations also use electronic records to document interactions with clients, even if their recording information is not related to an individual's health. As a result, in this class, you must submit ALL assignments through Canvas in the actual course, not the email in Canvas. Projects submitted via email in Canvas or the college email system will receive a zero (0).
  + If you do not know how to submit documents, there are tools in Canvas and links throughout this syllabus to use to learn. However, it is your responsibility to understand how to submit documents.
* If you fail to submit the documents by the due date, you will receive zero points. There will be no exceptions to this.
* If you do not know how to upload documents, you need to contact Canvas Support. There are also tutorials available in Canvas and through Canvas Support to help you. Emailed documents will not be accepted. If you do not upload documents before the due date and time, you will receive zero points.

**13. COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***

This course will utilize lectures, case studies, class discussions, small group projects, and group discussions. This course will also use power points to supplement the material in the textbook. Videos (i.e., movies, Tedtalks, music, or otherwise) may be used in addition to the textbook and power points for the class to supplement the primary textbook. Interactive class discussion is encouraged, and staying current on reading assignments is necessary to participate in class discussions adequately. These may be viewed in class or assigned throughout the semester to view and be prepared to discuss in class. The Instructor may post links to videos in the learning management system, MyCanvas. In addition, the Instructor may require the students to write a reflective paper on any video, music, or otherwise, shown in class or directed to be viewed outside of class hours.

The course is sensitive. Various topics, including trauma, are personal and relevant to all individuals. The Instructor will advise students on self-care during the class. Confidentiality is expected, and if it is not respected, students may be dropped from the course.

Attendance:

One of the greater expectations of this course is fulfilling your obligation of attendance. While your readings cover a substantial proportion of the course content, classroom participation is the most integral part of this course. As attendance will be taken every day and is part of your overall grade, you must minimize the number of absences you may have. You will start with a 100-point attendance pool. For each absence, you will lose points from the attendance pool. For example, the student would need to withdraw from the course with seven absences. If you do not withdraw from the course, you will receive an "F" as your final grade. It is your responsibility to sign the attendance sheet as it is passed. If you request the Instructor add your name to the attendance sheet after class because you missed it as when passed around, you will be counted as tardy. See more information below on tardiness. If you are absent a day, you must ask the Instructor the next class day if you missed a handout, as these may contain information that can be included on quizzes and exams.

Tardiness:

Tardiness is a significant issue as well. It deprives you of needed classroom participation time; it is incredibly disruptive to the overall classroom flow and dynamic. Occasional lateness is understandable; consistent tardiness is not. For every three occurrences of tardiness, you will be given an absence. Treat this course as a serious learning endeavor and come to class on time. Tardiness will be defined as being late for the scheduled start of the class. For example, if the class begins at 3:00 pm and you arrive at 3:01 pm, you will be considered tardy. If the Instructor is late due to unforeseen events and you arrive later than the scheduled class, you will not be counted as tardy before the Instructor.

Cell Phones:

There is no reason for cell phones in class. Therefore, there is a simple rule: NO CELL PHONES ARE ALLOWED IN CLASS. Put them away from your visibility. The only exception is if you have an occupation that requires you to be on call. If that is the case, you must inform me for consent to have a cell phone.

Despite the attempted subterfuge, it is easy to spot when someone is texting. Don't have your cellphone out. If you have a cell phone out, an absence may be recorded.

Children in Class: Please do not bring children into Human Services classes, regardless of the reason. Many of the discussions held in Human Services classes feature mature topics and may not be suitable for children. Additionally, some students may feel uncomfortable engaging in class discussions on mature topics when children are in the room. So, please do not bring children to class.

Sleeping:

Sleep at home, not here. If you sleep, you are not present. If you are caught sleeping, you will be marked as being absent.

Disruptive Behavior:

Any behavior that distracts other students from learning and participating is disruptive. The disruptive behavior most commonly occurs in holding loud conversations during class (but not limited to such). If you are disruptive, you may be asked to leave the class and an absence recorded.

Academic Honesty:

Academic honesty is a must in an institution of higher learning. Academic dishonesty includes (but is not limited to) cheating, plagiarism, or helping another student engage in academic dishonesty. If a student engages in academic dishonesty, the student may receive an automatic failing grade for the assignment or course at the Instructor's discretion.

Reading:

Students are expected to complete the assigned reading before class to be prepared for class. Likewise, your writing assignments and exams will cover a significant portion of the assigned readings. In the tentative outline, you will see when readings are due. Looking at the chart, you will see a corresponding day with each textbook chapter. If there are additional readings, the Instructor may include these within the syllabus, post an announcement in MyCanvas, or have the reading title available on a specific assignment in the learning management system. If reading is posted in MyCanvas, you will need to locate the electronic version of the article (typically a journal article) if a PDF is not posted. The necessary information about the article – author, name of the journal, date, page numbers, etc. will be noted in the MyCanvas system. It is your responsibility to read all assigned items beyond the required textbook for the course.

**14. COURSE OUTLINE:**

| **Week of** | **Topic** |
| --- | --- |
| One | Log onto Canvas and download all necessary forms for this course. Please look at the assignments and due dates. |
| Two | Techniques: What techniques are you using in your current practicum? |
| Three | How are you managing dual relationships at your placement site |
| Four | What clients do you find most challenging? What gets in the way? |
| Five | Supervision: Are your needs getting met as a student, and how is this different from an employee? |
| Six | Ethical dilemmas: Are they personal or professional, and how to handle them |
| Seven | Professionalism: What does it mean to be a professional? |
| Eight | Identify skills used in this practicum site that are something you remember from classes |
| Nine | Upload Mid-term Paperwork  Spring Break - not required to be at Practicum Site this week, but may do so if need to earn hours toward the total of 240 hours |
| Ten | What professional skills have you developed while at the practicum placement? |
| Eleven | How is networking related to having a good practicum experience? |
| Twelve | What have you learned about power at your placement site? |
| Thirteen | How was from practicum experience different than your previous practicum experience? |
| Fourteen | How have your supervision needs been met at the practicum site? |
| Fifteen | What has been the most challenging part of practicum? |
| Finals Week | What plans, if any, do you have for furthering your education?  Upload all final paperwork by the due date |

**15. SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

**Communication Policy**

MyCanvas is the primary communication tool in this course. Students must check the course site for announcements and monitor their email in MyCanvas regularly. In addition, emails to the Instructor must be sent from the email system in MyCanvas. The email in MyCanvas is the most efficient means to contact the Instructor for this course. Canvas has an application for iPhone and Android systems, enabling communication to be more efficient for students and instructors.

***Failure to read course announcements, instructor emails, or the course assignment schedule does not justify late assignments or failure to comprehend due dates.***

All assignment submissions are via MyCanvas. Written assignments must be submitted using the MyCanvas course assignment links. The assignments include submitting your papers or answers using a survey or test instrument. Other written assignments may be submitted in any of the following formats: Microsoft Word (.doc) preferred; Rich text format (.rtf); Plain text (.txt); Adobe Acrobat PDF (.pdf). All written assignments must be one document that is one attachment, not multiple attachments. Multiple attachments submitted for one written assignment will not be accepted and will result in a zero for the assignment even if submitted before the due date.

**ACADEMIC MISCONDUCT (Student Handbook, Page 38)**

[Click Here for a Link to Student Handbook](http://www.sscc.edu/students/assets/student-handbook.pdf)

**Southern State is committed to providing educational opportunities that promote students' academic, professional, and personal growth.  To these ends, all members of the College are expected to uphold the highest academic and ethical standards.**

Types of Misconduct are

1. Any unauthorized use of material (books, notes of any kind, and so forth) during an

examination, test, or quiz.

2. Copying from another student's work or permitting one's work to be copied during

an examination, test, or quiz.

3. Unauthorized use of equipment (computers, calculators, or any type of educational or laboratory equipment).

4. Permitting a person to pose in one's place during an examination, test, or quiz or

posing as another person during an examination, test, or quiz.

5. Altering an examination, test, or quiz, or any other type of evaluated work in an effort to have the work re‐evaluated for a higher grade.

6. Plagiarizing or permitting one's work to be plagiarized.

7. Using unauthorized or improper methods to determine in advance the contents of an examination, test, or quiz.

8. Unauthorized use of computer software during an examination, test, or quiz.

9. Submitting as one's own work a work of art, speech or oral report, a musical composition, a computer program, a laboratory project, or any other creation done by another person.

For further definition, student responsibilities, charges, sanctions, and the appeal process, visit:

[Click here for a Link to Academic Misconduct and Regulations](http://www.sscc.edu/academics/regulations.shtml#academic‐misconduct)

**Further clarification on plagiarism**

Understanding plagiarism can be confusing. Violations of these standards include cheating, plagiarizing; submitting, without permission, a paper or assignment completed for one class to fulfill a requirement for another class; fabricating materials, using materials in an unauthorized manner; misrepresenting academic records; or facilitating academic dishonesty.

To clarify, copying word for word from any source without enclosing the material in quotation

marks and citing the source and page number of the quote is considered plagiarism. Re-writing original ideas in your own words without citing the source of the ideas is also considered plagiarism. **You can again not turn in previous assignments for other courses to meet the requirements for this course. If you do, you will receive a zero (0) on the assignment and risk the possibility of failing the course automatically.**

**16. FERPA:\***

Students need to understand that others may see your work. For example, others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that their work may be submitted to other entities for plagiarism checks.

**17. DISABILITIES:\***

**Accessibility and Accommodations:** Southern State Community College is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request.

**Students with disabilities:** If you seek classroom accommodations under the Americans with Disabilities Act, you must register with the Disability Services Office.

If you have a condition or situation that would make it difficult for you to carry out the work as outlined, please notify the Instructor as soon as possible. In addition, students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431 ext. 2604. You can also use the following link to check out the web page for the College and more information for more information.

[Click Here for a Link to Disability Services](http://www.sscc.edu/services/disability-services.shtml)

If you have a disability, you are responsible for providing all instructors with a letter indicating the reasonable accommodations necessary to support your academic success. A representative from the Disabilities Service Office creates the letter, but it is your responsibility to provide the Instructor with a copy of the letter.

**18. OTHER INFORMATION:\*\*\***

*The Instructor reserves the right to modify the course syllabus and content to enhance the learning of individual students and the class as a whole. Modifications may include additional assignments that are not listed in the syllabus but are conducive to learning and in the best interest of developing professional skills.*

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.