PASSAIC COUNTY COMMUNITY COLLEGE

HUMAN SERVICES PROGRAM

Course Syllabus

Semester/Year: Fall 2018

I. Course Code: HS 207

II. Course Title: Human Services Program Fieldwork I

III. Prerequisite: 40 college credits and approval of Program Coordinator
Co-requisite: HS 204 Group Dynamics

IV. Number of Credits: 4

V. Course Instructor: Michael F. D’Arcangelo, Coordinator, Human Services Program
MSW, LCSW, LCADC, SAP, SSW, SAC
Office Location: Room A-155
Passaic County Community College
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Office Hours: Schedule posted on office door.

ADDENDUM TO SYLLABUS AND PROGRAM POLICIES
and COURSE MATERIALS
ARE LOCATED ON BLACKBOARD
AND THE HUMAN SERVICES LIBGUIDE
VI. **Course Description:**

This course places students in an agency to gain experience with the needs and behavioral responses of clients, as well as a working knowledge of social service activities, responsibilities, and resources. Fieldwork is designed to provide the student with an opportunity to practice the skills and knowledge learned in the classroom in an agency/institution environment. By working with professionals, clients, and patients, the student will learn to function effectively as a member of a social services team.

Students are required to attend a weekly supervision class.

VII. **Course Outcomes:**

Upon completion of the course, the student will:

1. Apply the skills and knowledge acquired in the classroom to client contact within a social services setting.
2. Perform professionally, legally, and ethically, displaying cultural competence, according to the Ethical Standards for Human Services Professionals.
3. Demonstrate personal values and attitudes impacting helping relationships.
4. Apply research concepts to current practice related to the human service profession.
5. Complete a Mental Status Exam paragraph and a Plan for Treatment including a diagnosis from the *Diagnostic and Statistical Manual of Mental Disorders* (DSM-5).
6. Define the Agency’s service delivery methods and which services are offered to meet the needs of the Agency’s client population.

VIII. **Course Outline:**

- Attendance at **Weekly Supervision class** is mandatory. If three (3) classes are missed, the student must meet with the Instructor.
- Discussion in class of **D.A.P. Progress Notes** *due weekly*
- Attendance at a weekly or biweekly meeting with the Field Supervisor
- Successful completion of fieldwork (completion of **90 hours**—approximately 6 **hours per week** in an agency appropriate for Option)
- Submission of a completed **Contract** **due by 3rd week of classes**
- Submission of completed **Job Description and Agency Profile** ***due by 3rd week of classes**
- Submission of **Topic for Presentation of Peer Reviewed Journal Article** **** due by 5th week of classes
- **Case Study Project** ***** is an on-going project throughout the semester. Final Project is due on the 13th week of classes.
- **Presentations of Peer Reviewed Journal Article** ***** will begin on the 8th week of classes. Be prepared to present.
Submission of Supervisor/Agency Evaluation of Student

Assignments:
1. D.A.P. Progress Notes
2. Topic for Peer Reviewed Journal Article
3. Case Study Project
4. Presentation of Peer Reviewed Journal Article

* All students are required to present their D.A.P. Progress Notes for discussion in class.

** The Contract is due within the first three (3) weeks of classes. FAILURE TO MEET THIS DEADLINE WILL RESULT IN THE STUDENT AUTOMATICALLY BEING DROPPED FROM THE COURSE.

*** The Job Description and the Agency Profile are due by the 3rd week of classes. PAPERS RECEIVED AFTER THE DUE DATE WILL HAVE FINAL GRADE REDUCED BY ONE (1%) PER CENT FOR EACH WEEK PAST THE DUE DATE.

**** Approval by Professor of Topic for Peer Reviewed Journal Article based on a model of therapy due by the 5th week of classes.

***** The Case Study Project will be discussed and reviewed throughout the semester. You will be given a Case Study. Each student must formulate a Diagnosis from the DSM-5 based on the Case Study. Each student must complete a Mental Status Exam. Each student must write a Plan for Treatment based on the DSM 5 diagnosis and Mental Status Exam. A Mental Status Exam Outline and Example and a Plan for Treatment Outline can be found on the Human Services Program Information LibGuide. Keep a copy of all submissions. This project requires a Title Page and must be formatted using the approved American Psychological Association (APA) template for Page 1 of the Annotated Bibliography found on the Human Services Program Information LibGuide. This project must be typed; 12-point Times New Roman type; double spaced; stapled. The Case Study must be submitted by the 13th week of classes. Keep a copy of all submissions. PAPERS WILL NOT BE ACCEPTED AFTER THE DUE DATE

****** Presentation of Peer Reviewed Journal Article. Upon approval of Topic, research a Peer Reviewed Journal Article based on a model of therapy and present a summary of the Article to class.

******* Supervisor/Agency Evaluation of Student must be submitted before a grade can be entered.
PLEASE NOTE:
At ALL times, confidentiality must be strictly maintained with regard to client’s identity. A breach of confidentiality will result in failing the course.

eTutoring
eTutoring is a professional tutoring service, paid for by PCCC, provided free to all PCCC students. The URL is www.etutoring.org. Students upload writing assignments (for this or any class) to eTutoring and receive feedback on their assignments within 48 hours. Information on using eTutoring is available in the Writing Center and at http://pccc.libguides.com/etutoring.

Tutoring Center
Help with this paper is available at the Tutoring Center on the second floor of the Memorial Building.

Writing Center
Students may take any writing assignment to the Writing Center for extra help. The Center also offers a series of workshops designed to help students with general writing concerns. The Writing Center’s libguide (website) is located at http://pccc.libguides.com/writingcenter and gives information about the Center, scheduling appointments, and upcoming workshops.

You need to make an appointment to use the Writing Center. Information on setting up an account and using WCOnline (the scheduling software) can also be found at http://pccc.libguides.com/writingcenter by clicking on the “Make an Appointment” tab. Going to the Writing Center unprepared will prevent you from getting help with your writing.

Source Citation Examples
There are examples of source citations at OWL Purdue: http://owl.english.purdue.edu/owl/resource/560/10/

IX. Addendum to Syllabus and Program Policies:
The Addendum to Syllabus and Program Policies document located on the Human Services Program LibGuide is part of this syllabus.

X. Materials Used in the Course:
Diagnostic and Statistical Manual of Mental Disorders 5 (DSM-5) which is available in the PCCC Bookstore or at a link on the Human Services Program homepage.
XI. Methods of Evaluation:

A. Grade Determinants:

- 30% Satisfactory completion of Fieldwork
- 25% Presentation of Peer Reviewed Journal Article
- 15% Attendance at Weekly Supervision class
- 15% Case Study Project
- 10% D.A P. Progress Notes Discussion
- 5% Agency Profile

B. Course Grading:

- A 95 – 100
- A- 90 – 94
- B+ 87 – 89
- B 84 – 86
- B- 80 – 83
- C+ 77 – 79
- C 70 – 76
- D 60 – 69
- F below 60

PLEASE NOTE:
To receive a passing grade for the field placement component of the course, the student must attain the following composite score on the Supervisor/Agency Evaluation of Student:

- 25 or higher for Generalist
- 30 or higher for Addictions Option
- 35 or higher for Gerontology Option
- 30 or higher for Mental Health Option

XII. Notification for Students with Disabilities:

If you have a disability and believe you need accommodations in this class, please contact Disability Services staff at 973-684-6395 or email ods@pccc.edu to make an appointment. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind the Instructor one week in advance of each test. More info at pccc.edu/ods.
**PLEASE NOTE:**

The Field Liaison will be contacting you during the semester. If you do not return a phone call within 24 hours, one (1%) of your final grade will be deducted for each 24 hours you do not respond. If your phone number changes, you must inform the Field Liaison and the Program Coordinator.

A missed class will require student to handwrite 25 definitions from the Glossary of Terms beginning on Page 814 of the DSM-5.

“Only those who risk going too far can possibly find out how far one can go.”

T.S. Eliot