Hazard Community and Technical College
Course Syllabus

COURSE NUMBER AND SECTION: HMS 251 4630
COURSE NAME: Human Services Clinical
Term: Summer 6/3-7/28
Year: 2019
Mode of Delivery: Web Local

Instructor Name/Title: Mavis Clemons
Phone Number: 606-216-3572 (cell)
Email Address: mpo0016@kctcs.edu
Online Office Hours: 11:00 AM – 1:00 PM Monday (online hours) or by appointment

Course Information

Course Description
Provides practice and application of principles and skills previously learned in Human Services courses in community agencies. 3 credit hours

Prerequisites: HMS 104 or consent of instructor

Start Date: 6/3/19
Midterm: 7/1/19
End Date: 7/28/19
FINAL EXAM: 7/28/19


Course Competencies/Student Learning Outcomes
Upon completion of this course, the student will be able to:

1. Demonstrate a helping relationship with a client measured by log entries and an evidence-based treatment research paper.
2. Demonstrate interviewing skills assessed through an evidence-based treatment research paper.
3. Describe agency policies and functions assessed by a presentation measured by a rubric.
4. Demonstrate time management techniques measured by timely log entry submissions and supervisor evaluations.
5. Demonstrate knowledge of confidentiality and ethical issues measured by the supervisor evaluation.
6. Measure, collect, and interpret information needed for service delivery measured by supervisor evaluation and evidence-based treatment research paper.
7. Demonstrate positive attitudes with clients and agency personnel measured by the supervisor evaluation.
8. Identify personal strengths and weaknesses in the practicum experience measured by log entries and discussions.
Course Structure, Evaluation, and Grading Methods: Grading Policy/Scale

1. The Student is required to purchase liability insurance through the HCTC business office, obtain a TB Skin test, adhere to criminal record and drug checks as may be required by their agency placement. Students may opt to take the Hepatitis B vaccine or sign a waiver to decline. All paperwork must be submitted, and instructor permission given before a student can begin their clinical assignment.

2. The Student will be required to complete 120 hours in his or her assigned placement. The Student must secure their own clinical site. The student must establish a schedule of hours conducive to the clinical site needs. The Instructor will assist with this process, but the student must show initiative.

3. The Student shall be responsible for maintaining clear channels of communication with both the Clinical Instructor and Supervisor.

4. The Student will be required to meet with the Instructor to discuss any problems and to discuss eventual employment opportunities as a graduate of the Human Service Program.

5. Students shall notify the Supervisor and Instructor if they must be absent during a scheduled time/day. In a timely manner, students will also be responsible for making up lost time due to absences, preferably within the following week.

6. Students will be required to record their experiences in a systematic manner. The instructor will provide a guide for the weekly log entries as well as time sheets. The weekly time sheets must be signed by the supervisor prior to online/hard copy submission. Please keep all hard copies of time sheets and turn in at midterm and final meeting.

7. The Student will be required to create a resume and cover letter.

8. The student will conduct research based on a client need/diagnosis experienced at the agency. The student will present evidence-based treatment modalities that would benefit the client/client system. The student may also choose a social issue affecting the population at the macro level (i.e. poverty, education, homelessness, drug abuse) and address systematic changes needed in our current climate.

9. The student will provide an overview of their agency and experience within the agency via PowerPoint presentation.

10. Students will be required to take an exit exam before graduating with a degree in Human Services. This is not counted into the student grade; it is a necessary means to evaluate the competencies of the program.

11. Students must adhere to the Social Work Code of Ethics and the Ethical Standard for Human Services Professionals. Confidentiality is required, and students must adhere to HIPAA requirements. The student may be dismissed from the class/program if these standards of good practice are violated.

12. Failure to complete any of these assignments will result in a failing grade. If your Supervisor Evaluation rating is Unsatisfactory, this would also result in a failing grade.
Grading: Assignments / Points:
Introduction 25
Learning Plan Goals (Four Tasks) 25
Safety Checklists 25
Weekly Journal Entries 150
Weekly Time Sheets 150
Agency Presentation 100
Resume and Cover Letter 100
3 Research Articles 25
Evidence-Based Treatment Research Paper 200
Evaluation by Clinical Supervisor 200
Total: 1000

Grading Policy/Scale:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Range</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>900-1000</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>600-699</td>
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<tr>
<td>E</td>
<td>0-59</td>
<td>599 or below</td>
</tr>
</tbody>
</table>

Communication statement: Students should log onto the blackboard weekly and contact the instructor at the above email address with questions or concerns. For security purposes students should restrict contact to the KCTCS email address. I will try to respond to all contacts within 24 to 48 hours excluding week-ends and holidays.

Class Policies/Procedures
Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC open at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information. Online class meeting dates will not be affected by inclement weather.

General Class Make-up/Late Assignment Class Policy/Procedure (including weather related make-up plan)
Late assignments will only be accepted if the student has a documented emergency. Two missed assignments could result in disciplinary action / termination from the course. If the community has a power outage or natural disaster, accommodations can be made to the course schedule.

Attendance Class Policy/Procedure
This course is structured to allow students the maximum flexibility. It is the student's responsibility to master the information made available. As the instructor, I will be available to help as much as possible. Students must keep current on the weekly assignments/exams and all
other assignments to maintain a good average in the class. Late assignments will only be accepted if the student has a documented emergency. Two missed assignments could result in disciplinary action / termination from the course. Please note: your completion of work will allow me to know that you are thoroughly engaged in this learning process which is crucial to completion of this course.

**No-Show Class Policy**
All students must complete a class activity/assignment, designated by the instructor, within the designated drop/add period of the class start date. Activities/assignments could include attendance and participation during in-person class meetings, syllabus quiz/agreement, course pre-test, discussion board response, etc. If students do not complete the activity/assignment designated by the instructor, students will be reported as a no-show and may be subsequently removed or withdrawn from the course. Students reported as a no-show and removed from a course will not be allowed back in the course. For those students receiving financial aid, this **will** affect the financial aid. Additionally, instructors are required to verify attendance throughout the semester and report attendance at 60% of the term and the last date of attendance. Financial Aid is not an entitlement, it is an investment in the future and students are accountable for the financial aid received and the successful completion of coursework. Consequences for failing to comply with U.S. Department of Education regulations include paying back financial aid received.

**Withdrawal Class Policy/Procedure**
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria. Circumstances to qualify for a “W” grade would include issues such as illness, family problems, or employment. Please make an appointment to discuss these circumstances with the instructor prior to requesting the “W”. **YOU CAN NOT WITHDRAW AFTER MIDTERM SIMPLY BECAUSE YOU ARE FAILING THE COURSE.**

**Accommodations Procedure**
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan. Julie Caudill, HCTC Disabilities Services Representative Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

**Appeals Process**
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member.
For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Dean / Supervisor: Ella Strong  
Phone Number: 606-487-3208  
Campus/Office Location/Number: Hazard Campus / JCC 230B  
Email Address: Ella.Strong@kctcs.edu

Inside/Outside Classroom Interaction: Students must adhere to the National Social Workers Code of Ethics and the Human Services Professional Code of Ethics found in the NASW and NOHS web sites.

Academic Honesty Policy  
From the KCTCS Student Code of Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).

Student Disclosure Statement  
Based on agency regulations a student may be required to complete a Kentucky Criminal Records check and/or Drug Screening test as a requirement for agency placement in service learning projects, observation experiences, and the HMS 250 practicum class. Most agencies require these procedures and may elect to refuse learner participation based on these results.

We strongly recommend each Human Services student in anticipation of agency placement requirements obtain a current record check. Further, we would appreciate the learners’ voluntary release of this information to said agency and Hazard Community and Technical College.

If you would like to know more about your criminal record, you may contact the  
Administrative Office of the Courts  
Pretrial Services  
100 Mill Creek Park  
Frankfort, Ky. 40601  
OR contact your local State Police

Additional Syllabus Information on the HCTC Website:  
http://hazard.kctcs.edu/Academics/Syllabus_Information.aspx  
(From HCTC Website Click Academics > Syllabus Information)
## COURSE SCHEDULE
### HMS 251 SUMMER 2019

| WEEK 1  
6/3/19-6/9/19 | This week will be spent familiarizing yourself with the Blackboard Shell and looking for a practicum placement. Please complete your Introduction in the Discussion Board. This is your “No Show” activity. If you have secured a placement, put that information in the related discussion board. |
| WEEK 2  
6/10/19-6/16/19 | Face to face meeting will be scheduled. Students will be finalizing placement details; TB Skin Test must be submitted, and all paperwork must be in order before student can bring hours at the agency. If student has instructor permission, they may begin agency hours. Do not assume you have permission. Make sure you have an email or some sort of documentation from me confirming that you have permission to begin.  
*Confirm Graduation Plans* |
| WEEK 3  
6/17/19-6/23/19 | Submission of Weekly Log and Time Sheets  
Instructor making site visits/call  
Learning Plan Goals (Four Tasks)  
Safety Checklists  
Apply for graduation |
| WEEK 4  
6/24/19-6/30/19 | Submission of Weekly Log and Time Sheets  
Instructor making site visits/call  
Agency Presentations |
| WEEK 5  
7/1/19-7/7/19 | Submission of Weekly Log and Time Sheets  
Instructor making site visits/call  
Resume and Cover Letter |
| WEEK 6  
7/8/19-7/14/19 | Submission of Weekly Log and Time Sheets  
Instructor making site visits/call  
Research Article Submission |
| WEEK 7  
7/15/19-7/21/19 | Submission of Weekly Log and Time Sheets  
Instructor making site visits/call  
Evidence-Based Treatment Research Paper  
Exit Exam Opens |
| WEEK 8  
7/22/19-7/28/19 | Submission of Weekly Log and Time Sheets  
Instructor making site visits/call  
Meet face to face  
Exit Exam |