

Mendocino College  
**HUS 103: Field Instruction and Practicum Seminar**  
1.5 units

Syllabus: Spring 2012

Instructor: Dan Jenkins, MA  
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Office Hours: M-Th by arrangement

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[www.mendocino.edu/HUS](http://www.mendocino.edu/HUS)

Course outline of record:

[http://www.curricunet.com/mendocino/reports/course\\_outline\\_html.cfm?courses\\_id=2407](http://www.curricunet.com/mendocino/reports/course_outline_html.cfm?courses_id=2407)

Course Prerequisite:

HUS 101, HUS 152 (or AOD 152) and HUS 156 (or AOD 156)

Course Co-Requisite (or prior completion of):

HUS 154 (or AOD 154), and HUS 197a (HUS Worker Practicum for 2 units)

Catalog Description:

This course provides classroom instruction supporting supervised field experience. Students will enhance interpersonal and professional communication and problem solving skills as they integrate and apply knowledge and skills developed in the Human Service Worker Program.

Classroom Activities:

This is a “seminar” course in that students bring issues related to their Practicum experience to discuss in class. All students are expected to reflect on their weekly Practicum experiences before coming to the Seminar class, and be prepared to share a concern, question, challenge or success related to the Practicum experience. The instructor will facilitate the classroom discussion, provide clarification and instruction, and introduce topics for discussion, as needed.

Classroom participation constitutes 40% of your final grade. Read the information on attendance, classroom participation and conduct in the “Other Important Information” section, below.

Course Objectives: *Upon successful completion of the course the student will be able to:*

1. Describe roles and responsibilities within the scope of practice of an entry-level Human Service Worker in the assigned agency.
2. Describe the agency's role in the social system and its methods of effecting positive change.
3. Describe and evaluate the techniques used by entry-level Human Service Workers to facilitate change.
4. Describe the effective use of clinical supervision.
5. Identify how one's actions as an intern compare with the agency's code of ethics.
6. Demonstrate interpersonal communication and problem-solving skills necessary to succeed as an entry-level Human Service Worker in the assigned agency.
7. Demonstrate, through role playing and mock scenarios, basic competence in performing helping skills.

Student Learning Outcomes:

1. Describe the entry-level Human Service Worker and agency roles and responsibilities within a defined scope of practice

2. Evaluate techniques used by entry-level Human Service Workers and the role a code of ethics plays in their application.
3. Demonstrate interpersonal communication and problem-solving skills, including the effective use of clinical supervision

Course Topics and Scope:

1. **Issues of Internship work in community agencies**
  - a. role of interns
  - b. intern scope of practice
  - c. time and task management
2. **Professionalism and supervised internship**
  - a. understanding and negotiating boundaries
  - b. making use of supervision, receiving and responding to feedback
  - c. effective communication
  - d. conflict management
  - e. accessing and understanding agency policies and procedures
  - f. preventing sexual harassment
3. **Understanding the Agency's role in the community**
  - a. agency vision and mission statement
  - b. target client populations
  - c. allowances and limits of funding sources
  - d. agency partners and referral processes
4. **Ethical issues and client rights**
  - a. clients' right to refuse treatment
  - b. confidentiality and its limits
    - i. *mandated reporting laws*
    - ii. *maintaining confidentiality in challenging circumstances*
  - c. client/intern relationships
    - i. *dealing with resistance*
    - ii. *applying motivational strategies*
    - iii. *maintaining boundaries*
    - iv. *communicating limitations of scope of practice*
    - v. *uses and limits of self disclosure*
    - vi. *issues related to social interaction between clients and coworkers*
5. **Intrapersonal challenges for interns**
  - a. over-identification
  - b. projection
  - c. transference
  - d. conflicting value systems
  - e. working with unfamiliar special populations
  - f. workplace competition and gamesmanship
  - g. expectations and resentments
6. **Maximizing one's learning experience**
  - a. identifying and accessing learning opportunities
  - b. use of role playing and mock scenarios to sharpen skills

Required Text

None

Reading Assignments

1. Students must read and study all materials required by the assigned agency.
2. Students must read and study all materials required by the instructor.

Writing Assignments

1. Completion of a journal of the student's internship experience
2. Completion of a personal resume
3. Written report at the end of the semester describing the student's learning experience
4. A written evaluation of the agency

Outside Assignments

Due to the nature of this fieldwork and the written assignments listed above, no other outside assignments will be required.

Methods of Instruction:

1. Class discussions on selected topics
2. Handouts
3. Skills demonstration and counter-demonstration
4. Supervised work-site experience
5. Guest speakers, when available

Methods of Evaluation:

- |                                  |     |
|----------------------------------|-----|
| 1. Classroom discussion          | 40% |
| 2. Journal                       | 25% |
| 3. Resume                        | 10% |
| 4. Final Essay/Agency Evaluation | 25% |

Basis for Grading:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 59% and below

IMPORTANT DATES:

- Spring Break: 4/9/11 (week 12); Finals: 5/22/11 (week 18)
- Last day to drop classes (without grade notation): Thursday, February 16
- Last day to withdraw from classes: Friday, April 27.

The last day to withdraw from the class without grade penalty is April 27. To officially withdraw from a course, you must submit a "Drop" card, signed by the instructor, to the Admissions and Records Office. It is the student's responsibility to complete the paperwork to drop a class; students who discontinue the course without submitting a drop card will receive a failing grade for the course, which will appear on the student transcript. PLEASE MEET WITH ME PRIOR TO MAKING A DECISION TO DROP THE COURSE! On numerous occasions students intending to drop a course have changed their minds after a consultation with the instructor, and have later expressed appreciation for remaining in the course. Together we can often find solutions to the perceived obstacles to remaining in the course.

STUDENT RESOURCES:

- Computer Lab: Computer use and assistance. Room 1280 (MacMillan Hall). Hours: Monday-Thursday 8:00am-9:30 pm; Friday 8:00am-4:00pm
- Learning Center: Study groups; tutoring; computer access. Room 770 (Lowery Building). Hours: Monday-Thursday 8am-8:30pm; Friday 8am-3:30pm
- Library: the library houses a collection of over 30,000 volumes with other media. As a student, you have access to the resources made available through the library, including over 32,000 books that can be read online. Hours: Monday - Thursday 8:00am-8:30pm; Friday 8:00am-4:30pm ; Saturdays 10-1.
- Academic Counseling Services: All college students are encouraged to meet with a counselor during their first semester to develop an educational plan. The educational plan details the courses that must be completed in order to accomplish student's educational objective. Students may also discuss graduation concerns, GE requirements and transfer to other colleges and universities.
- Disability Resource Center: The DRC provides counseling and instructional support services to disabled Mendocino College students. The DRC gives students the support they need to succeed with academic and personal goals. The DRC has helped many students with hearing impairments, visual impairments, learning disabilities, depression, psychological problems, and mobility impairments. If you suspect you might have a disability that interferes with your ability to succeed in the class, contact the DRC for a free assessment. Rhea Hollis is the DRC counselor, and her spring 2011 schedule is Tuesday-Thursday. If she is not in the office and you need immediate assistance please contact Andrea Laberdie, program assistant (468-3031; [alaberdie@mendocino.edu](mailto:alaberdie@mendocino.edu))
- A mental health counselor, Catherine Rosoff, is available to serve all Mendocino College students. This service is FREE! Her hours are Tuesdays 10-2 pm. Appointments are made by calling the counseling office (468-3048).
- Career Center: located in Room 1200, the Career Center contains information on careers and job placement services. The staff' will assist students with personalized career development. Students can explore possible career directions or gather further information on a particular job or career from the Center's resources.
- Cooperative Work Experience Education: students can earn up to 16 units of transferable elective credit that apply to the Associates Degree for what they learn on-the-job. More information on CWEE can be found on the college website ([www.mendocino.edu/cwee](http://www.mendocino.edu/cwee))

OTHER IMPORTANT INFORMATION:

**Attendance:** Students are expected to attend all classes. At the discretion of the instructor, students who have 3 unexcused absences will be dropped from the course (Mendocino College policy).

**Class Participation:** Participation in classroom activities is required and expected. Human Services require a high degree of interpersonal interaction and self-awareness. Students will be encouraged to interact with the instructor and other students. While this may be difficult or feel awkward for some students initially, it is the intention of the instructor and this course to assist you in becoming more comfortable with interpersonal communications and self expression.

**Classroom Conduct:** It is expected that each student will show respect for their fellow students and the instructor by turning off cell phones or other electronic devices, avoiding any behaviors that would distract others and by staying focused on the subject at hand during class. Cross-talking, talking over or interrupting students, criticizing or disparaging others' opinions, using bigoted slurs (racial, ethnic, sexist or otherwise) will not be tolerated. This class should be a safe place to share differing perspectives and beliefs in an adult manner.

**Plagiarism:** If you use someone else's words or ideas without citing them, you are committing plagiarism and may receive a failing grade on individual assignments or for the entire course. Mendocino College's academic honesty policy and student code of conduct guidelines will be followed to address plagiarism.