

Mendocino College
AOD 197a: Human Service Worker Practicum
2-8 units

Syllabus

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

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This is an on-the-job, applied learning experience, so course location and schedule are by arrangement. Students must complete a minimum of 128 hours, including 16 hrs of supervision (about 8 hours/week).

Course Co-Requisite: HUS 103

Course Description:

This course provides students in the Human Service Worker Certificate program the opportunity to apply knowledge, skills and attitudes learned in the classroom in a human services workplace, while developing new job-specific knowledge and skills. This course will help students better understand human services as an occupation, and to gauge their interest and compatibility with a human services career.

Students will be co-enrolled in a Human Service Worker Field Placement Seminar course (HUS 103), which will provide them opportunities to meet with an instructor, discuss issues, concerns, challenges and successes related to the Practicum experience, and to share experiences with other students in diverse human service settings. Students will meet privately with the Practicum instructor at least once in the semester, and will meet with the instructor and the work site supervisor at least once to discuss the student's progress in meeting the course objectives.

Student Learning Outcomes: *upon successful completion of the course the student will be able to:*

1. Perform entry-level human service worker tasks in a professional, competent manner consistent with an agency's policies, standards of practice and code of ethics
2. Use clinical supervision and other appropriate feedback and support systems to identify and resolve inter- and intrapersonal and professional challenges that arise while working with clients

Course Objectives:

1. Identify and comply with pertinent agency policies and procedures
2. Demonstrate professional and ethical behavior in relationship to clients, co-workers and supervisors
3. Identify and resolve intra- and interpersonal conflicts using the clinical supervision process
4. Demonstrate the ability to learn or improve knowledge, skills and attitudes needed to be effective by using the clinical supervision process
5. Perform screening and intake procedures accurately, effectively and efficiently
6. Perform entry-level case management functions accurately, effectively and efficiently
7. Conduct client education activities accurately, effectively and efficiently
8. Complete documentation tasks accurately, effectively and efficiently with an understanding of the legal implications of written documentation
9. Manage time and tasks effectively
10. Maintain a work schedule in order to maximize exposure to learning experiences

Required Text

None

Reading Assignments

Students must read all materials required by the supervising agency and as directed by the Practicum instructor.

Writing Assignments

Students must complete any documentation or other paperwork required by the agency. Students must also complete specific assignments related to the class, such as: course application; time sheets; journal; and self-evaluations.

Methods of Instruction:

Learning in this course occurs on-the-job under the supervision of qualified agency staff and supervisors. The learning process involves: observing experienced staff perform entry-level tasks of human service workers; performing these same tasks under the observation of experienced staff and making adjustments based on the feedback received; and performing these tasks solo, with regular observation and feedback when deemed qualified to do so. Students are required to conduct themselves in a professional and ethical manner, as taught in HUS courses and as is consistent with the agency's policies.

Methods of Evaluation:

Students will be required to demonstrate job-specific skills and other work-based competencies through their performance at a job, as observed and evaluated by a work-site supervisor. Other task and time management skills, as well as oral and written communication will be evaluated by work-site supervisors as part of the job performance, and will also be evaluated by the course instructor regarding students' fulfillment of other course assignments and tasks (such as completing and submitting required paperwork in a timely and competent manner) as needed to achieve specific course objectives.

Methods of Evaluation: (see Assignment Worksheet for due dates)

<u>Assignment</u>	<u>Points</u>
Contact Info Form	15
Job Description	15
Internship Schedule	15
Time Sheets	35
Self-Evaluation	35
Meeting with Instructor	15
Spelling, Grammar and Punctuation	10
Employer Evaluation	90

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.

OTHER IMPORTANT INFORMATION

Working in a Human Services agency exposes students to highly personal and confidential information. It is expected that students will conduct themselves in a manner reflecting the highest ethical standards. Each agency has an ethics policy, and it is expected that students will understand and abide by these behavioral guidelines. At the least, students are expected to maintain client confidentiality; to not enter into exploitive or “dual” relationships with clients; and to work within their “scope of practice” and not misrepresent their skills, abilities, educational attainment, or status as an intern.