

COURSE SYLLABUS

Course Title:	Human Services Skills and Methods	Date submitted:	Spring 2014 (AAC: 14-24)	
Department:	Social Science			
Curriculum:	Human Services			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	HSE*243	Prerequisites: C- or better in Introduction to Human Services (HSE*101), General Psychology I (PSY*111), Principles of Sociology (SOC*101), and Composition (ENG*101).	
	Course Type:	L		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio		Elective Type:	G
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science		Credit Hours:	3
	Contact Hours:		Developmental: (yes/no)	No
			Lecture:	3
			Clinical:	0
			Lab:	0
			Studio	0
			Other:	0
		TOTAL:	3	
Class Maximum:		35	Corequisites: None	
Semesters Offered:		F		
Other Requirements: None				
Catalog Course Description:	An examination of human services as a holistic response to human needs through various strategies, skills, and techniques. Helping strategies involving casework, natural helping networks, assessment, and evaluation will be explored. Skills will be developed in the areas of observation, listening, intake, referral, and report writing.			
Topical Outline: List course content in outline format.	1. Working in Human Services 2. The Human Services Worker 3. Understanding Diversity 4. Values 5. Ethics and Legal Issues 6. Boundaries 7. The Human Services Organization 8. The Working with the Community 9. Working with Groups 10. Helping Process 11. Stress, Burnout and Self-Care			
Outcomes:	Upon successful completion of this course, the student will be able to do the following:			

Human Services Skills and Methods COURSE SYLLABUS — page 2

<p>Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>COURSE:</p> <ol style="list-style-type: none"> 1. demonstrate an understanding of human service professional values and their role in human service practice 2. demonstrate the effective “use of self” in the service delivery process 3. demonstrate sensitivity to and knowledge of cultural, ethnic, and personal value differences in human service practice 4. understand client rights and professional conduct, ethics that provide the foundation of the integrity of human service practice 5. understand the role of supervision as a major tool of effective and ethical practice 6. demonstrate an understanding of professional values vs. personal values 7. develop effective writing and documentation skills 8. develop an understanding of the web of human services, community resources, and effective referral interventions 9. develop effective listening skills and counseling skills 10. understand the levels of intervention of the generalist practitioner and will demonstrate competence in each
	<p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 1. understand and apply terminology used in today’s human services field, and interpret and communicate information when appropriate 2. analyze the interaction of social policies on client systems, workers, and agencies 3. read and explain relevant literature in the field of human services 4. develop an understanding and awareness of cultural diversity 5. develops critical thinking skills within the context of professional human services practice to solve problems, to apply reasoning strategies, and to acquire and utilize information
	<p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>2. Critical Analysis/ Logical Thinking - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.</p> <p style="padding-left: 40px;">Demonstrates: Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p style="padding-left: 40px;">Does Not Demonstrate: Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p>
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Smart board, computer and internet access Desired: None</p>

Textbook(s)

Refer to current academic year printout.