

**DELAWARE TECHNICAL & COMMUNITY COLLEGE**

**COLLEGE WIDE COURSE SYLLABUS**

**CAMPUS:** Terry

**DEPARTMENT:** Human Services

**COURSE NUMBER AND TITLE:** HMS 243 Directed Practice I

**INSTRUCTOR NAME:** K. Bates Telephone: 857-1781  
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**PREREQUISITES:** HMS 122, HMS 123, ENG 122, CIS 107

**CO-REQUISITES:** None

**COURSE HOURS and CREDITS:**1:15:6

**COURSE DESCRIPTION:**

The individual applies the values, concepts, and skills gained from courses to the actual process of helping people. The student is placed in an agency or organization to learn through supervised participation in the work of the agency. Emphasis is given to individual growth in self-awareness, interpersonal communication, interviewing skills, introduction to the agency and client system.

**TEXT:** Baird, B.N., The internship, practicum, and field placement handbook. Prentice Hall.

**MATERIALS:** None

**METHOD of INSTRUCTION:** Campus Classroom, Field Work

**MANUALS:** Directed Practice Internship Manual

**DISCLAIMER:** Students must provide their own transportation.

## **CORE CURRICULUM AND TECHNOLOGY PROGRAM COMPETENCIES**

### **CORE CURRICULUM COMPETENCIES (CCC)**

The graduate will be able to:

1. Communicate clearly and effectively both orally and in writing.
2. Demonstrate effective problem solving and reasoning skills.
3. Work effectively in groups of people from diverse backgrounds.
4. Demonstrate ethical and professional understanding and conduct.
5. Identify and evaluate useful and pertinent information sources and systems and how they are structured.
6. Use computer technology appropriate to the field.
7. Perform mathematical operations appropriate to the technology.
8. Explain the sociological, psychological, political or economic factors that influence social behavior.
9. Apply scientific principle in the technology area.

The Core Curriculum Competencies apply to all Associate Degree programs at the College. These are incorporated into each curriculum either by a course or by being integrated into coursework.

### **HUMAN SERVICES TECHNOLOGY PROGRAM 2-2004 (PGC)**

The graduate will be able to:

1. Create and maintain effective and professional documents relevant to Human Services agencies.
2. Interact ethically and professionally within the Human Services field.
3. Apply information to identify client's strengths, weaknesses, and resources to create a treatment plan.
4. Provide effective client services at an entry level by utilizing professional Human Services principles and practices.
5. Establish effective working relationships within the Human Services arena.
6. Apply basic management and leadership skills in Human Services environments, including time management, organization, and the ability to follow directions.
7. Utilize feedback to assess the effect of oneself on Human Services outcomes and make adjustments accordingly.

## **COLLEGEWIDE CORE COURSE PERFORMANCE OBJECTIVES: (CCPO)**

The student will be able to:

1. Describe the placement agency, including the types and characteristics of clients in the agency, and the role of the agency in the human services community. (PGC 2, 4, 5 and CCC 1, 2, 5,)
2. Develop an awareness of self in the process of becoming a practicing human services worker. (PGC 2, 4, 6, 7 and CCC 1, 2, 5)
3. Apply basic elements of communication theories and skills in the helping profession. (PGC 2, 3, 4, 5, 6 and CCC 1, 2, 3,5, 8, 9)
4. Receive relevant supervision and feedback from agency personnel and course facilitator. (PGC 7 and CCC 1, 2, 3, 4, 5, 9)
5. Assess current issues, problems, and challenges within the agency. (PGC 2, 4, 5 and CCC 1, 2, 5)
6. Interact with clients at an appropriate skills level for the placement and in the context of the agency. (PGC 1 - 7, and CCC 1 - 9)

## **MEASURABLE PERFORMANCE OBJECTIVES: (MPO)**

The student will be able to:

1. Describe the placement agency, including the types and characteristics of clients in the agency, and the role in the Human Services Community.
  - 1.1 *Complete a written project, which conforms to guidelines established by the Human Services Department.*
  - 1.2 *Discuss the student's practicum site, the clients served and the role of the agency during regularly scheduled weekly meetings with the course facilitator.*
2. Develop an awareness of self in the process of becoming a practicing Human Services worker.
  - 2.1 *Complete a log entry for each day spent at the placement site.*
  - 2.2 *Submit a completed portfolio, or autobiography, with appropriate entries for each Human Services course completed.*
  - 2.3 *Discuss one's perceptions of self during regular scheduled, weekly meetings with the course facilitator.*
  - 2.4 *Complete 225 hours of a supervised internship.*

- 2.5 *Identify appropriate “dress for success.”*
- 2.6 *Conduct relevant job searches using effective search strategies.*
3. Apply basic elements of communication theories and skills in the helping profession.
  - 3.1 *Implement the appropriate skills learned in Human Services classes and required to fulfill the demands placed upon the intern.*
  - 3.2 *Discuss the skills used during the regularly scheduled, weekly meetings with the course facilitator.*
  - 3.3 *Complete 225 hours of supervised internship.*
  - 3.4 *Construct resume and compose a cover letter for job searches.*
  - 3.5 *Demonstrate effective interviewing skills & business etiquette.*
4. Receive relevant supervision and feedback from agency personnel and course facilitator.
  - 4.1 *Establish regularly scheduled meetings with on-site supervisor and course facilitator.*
  - 4.2 *Secure on-going, periodic evaluations from on-site supervisor, including a formal written evaluation at the conclusion of the internship.*
  - 4.3 *Participate in an exit interview with on-site supervisor at the conclusion of the internship.*
  - 4.4 *Establish a time for the course facilitator to conduct an on-site visit.*
  - 4.5 *Meet on a regularly scheduled, weekly basis with the course facilitator.*
5. Assess current issues, problems, and challenges within the agency.
  - 5.1 *Complete a written project, which conforms to the guidelines established by the Human Services Department.*
6. Interact with clients at an appropriate skills level for the placement and in context of the agency.
  - 6.1 *Complete the tasks/duties as assigned by the site supervisor.*
  - 6.2 *Conform to the policies and procedures of the placement site.*
  - 6.3 *Complete a client case management plan which conforms to guidelines established by the Human Services Department.*

## **EVALUATION CRITERIA:**

Students will demonstrate proficiency on all Measurable Performance Objectives at least to the 75% level. The final grade will be derived from:

### **Agency Report (1.1)**

**15%**

You will demonstrate a general knowledge of the internship agency and the services it provides by writing a report describing and analyzing the agency. Each of the following items should be included in the report, which must be a minimum of four (4) typed, double-spaced pages, with APA margins:

- a. Purpose of the agency.
- b. Services provided by the agency.
- c. Criteria for eligibility for services.
- d. The number of clients served and the demographics of these clients.
- e. Major policies and procedures of the agency (maximum of six).
- f. Organization of the agency; include a flow chart showing task distribution.
- g. Sources of funding.
- h. Define the internship agency's most pressing problems in order of priority.
- i. Composition of Board of Directors or other governing body.
- j. Explanation of how this agency relates to other agencies in the human services system.
- k. Description of your own role in the agency as an intern.

### **Portfolio/Autobiography (2.2)**

**15%**

You will demonstrate your ability to analyze your own professional development in Human Services by submitting a professional portfolio or writing an autobiography. The autobiography must be a minimum of twenty (20) typed, double-spaced pages with APA margins and include, as a minimum, the enabling objectives listed below:

- a. Trace your development as a human service professional from the time you entered the Human Services program at D.T.C.C. to the present.
- b. Explain how your philosophy of human services may have changed during this time.
- c. Identify areas of personal and professional growth as well as perceived strengths and weaknesses you possess.
- d. Describing how you propose to address your perceived weaknesses to allow for continued professional growth.
- e. Describe how your personal attitudes and values have impacted on your education and training as a Human Services professional.

Discuss specific courses that have either impacted on you in a positive manner or caused you to question their relevance.

- f. Describe your goals for continued personal and professional development by presenting your projected 5-year career ladder plan.
- g. Describe how you, as a human service professional, will implement and maintain a personal self-care program (for physical and mental well-being).

**Daily Logs (2.1)**

**5%**

You will demonstrate an awareness of your own professional growth and development as a human services professional by keeping a written log of your internship experiences. The log will be written on a daily basis and submitted on a weekly basis. Each of the following should be included in the logs:

- a. Recording general activities for the day, as well as your own thoughts and feelings about what you did, include dates and times.
- b. Noting any skills developed or used.
- c. Describing any problems, which arose and how they were resolved.
- d. How did these experiences contribute to your personal and/or professional growth.

**Case Management Plan (5.1; 6.3)**

**15%**

You will demonstrate an ability to interview a client, assess the client's problems, and formulate a plan of action to address the problems by completing a written biological, psychological, and social history of a client from an internship agency. The case history must include each of the following enabling objectives and be at least three (3) typed, double-spaced pages with APA margins.

- a. Select one client from your internship agency and obtain written permission to interview the client.
- b. Develop questions and appropriate format for conducting client interview.
- c. Interview a client and record all information pertinent to your case study.
- d. Develop in order of priority a list of all problems the client is facing.
- e. Identify available resources, formal and informal, and develop a plan of action for addressing client's problems.
- f. Formulate a case plan, which addresses the above elements and will address the client's needs in an effective and efficient manner.

**Course Facilitator Evaluation (4.1)**

**15%**

**Site Supervisor Evaluation (4.1)**

**15%**

**Work Force Skills (2.5; 2.6; 3.4; 3.5)**

**15%**

You will demonstrate an ability to utilize effective skills in searching and applying for a professional career by demonstrating your ability to:

- identify “dress for success”
- conduct job searches
- compose resume and cover letters
- use appropriate interviewing skills & business etiquette.

These will be included as in-class and/or homework assignments as directed by your instructor.

**Seminar (3.2)**

**5%**

Capstone Project: Directed Practice I Summation

- Agency Report
- Case Management Plan
- Course Facilitator and Site Supervisor Evaluation (all work must be corrected and revised after initial evaluation).

- Student must successfully complete 225 hours of a supervised internship.

See Measurable Performance Objectives for detailed expectations and requirements.

Grades will be computed using the following scale:

92 - 100	= A
83 - 91	= B
75 - 82	= C
0 - 74	= R

**Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.**