

**DELAWARE TECHNICAL & COMMUNITY COLLEGE**

**COLLEGE WIDE COURSE SYLLABUS**

**CAMPUS:** Terry

**DEPARTMENT:** Human Services

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

**INSTRUCTOR NAME:** Instructor: Telephone:  
Email:

**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:** Kiser., Human Service Internship. 2<sup>nd</sup> edition, ITP

**MATERIALS:** None

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

**MANUALS:** Directed Practice Internship Manual

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

**CORE CURRICULUM COMPETENCIES (CCC)**

(Approved by President George and President's Council 8/25/98; Rev. 4/27/06)

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. Apply appropriate information literacy skills to locate, evaluate and use information effectively.
6. Use computer technology appropriate to the field.
7. Use scientific and mathematical reasoning appropriate to the technology.

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. These competencies are incorporated into each program review employer survey.

**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*
  - 2.3 *Discuss one's perceptions of self during regular scheduled, weekly meetings with the course facilitator.*
  - 2.4 *Complete 250 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 250 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.*

## **EVALUATION CRITERIA:**

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

### **Portfolio**

**40%**

You will demonstrate your ability to analyze your own professional development in Human Services by submitting a portfolio summarizing your learning and professional development through the internship experience. The portfolio will include at a minimum:

- a) A signed copy of the Internship Learning Contract developed in collaboration with your site supervisor following the model provided by your seminar instructor.
- b) A resource file including a minimum of 5 journal articles and 5 internet resources related to the types of clients served by your placement agency, best practices and research in the types of services provided by your agency, and current issues in the field of human services.
- c) A copy of your Site Supervisor's midterm evaluation
- d) Midterm Self Assessment summarizing your learning experiences to date, identifying your current strengths and challenges, and reflecting upon your site supervisor's midterm evaluation. This self assessment should include a plan for how you will continue to address your professional development needs during the remainder of your placement hours.
- e) Agency Report describing the placement agency, including the types and characteristics of clients in the agency, and the role in the Human Services Community. This report should also assess current issues, problems, and challenges within the agency.
- f) Copies of all journal entries
- g) Signed copies of all internship time logs documenting 250 hours of internship field work.
- h) Professional Profile summarizing your current understanding of your role as a human services professional. This profile should be autobiographical in nature and summarize your professional and educational growth throughout your program. It should include an assessment of your current knowledge and skill level, identify those areas where development is still needed, and summarize your strengths and challenges as a human services professional. You should also include a statement of your current educational and career goals.
- i) A current resume and sample cover letter.
- j) A copy of your final Site Supervisor's Evaluation.

### **Journals**

**20%**

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. You will complete a minimum of 8 journals (approximately every 25-30 hours or every 2

weeks) following the guidelines provided by your seminar instructor.

Journal entries should be reflective in nature, refer back to the established learning contract and include the following:

- 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.

**Site Supervisor Final Evaluation** **30%**

**Seminar** **10%**

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.**