COMMON COURSE OUTLINE: Course discipline/number/title: HS 1522: Introduction to Human Services

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): None
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course covers the role and responsibilities of human service workers and introduces the student to human service agencies. Interpersonal communication skills are stressed throughout the course, and basic interviewing skills will be introduced as students work through an interactive computer program. Professional ethics, self-understanding, problem solving, and group process are also studied. The student will create resumes, write job application letters, complete a job application form, and prepare for the employment interview.

B. DATE LAST REVISED (Month, year): July, 2004

C. OUTLINE OF MAJOR CONTENT AREAS:
The course will focus on assessing practicing and developing good interpersonal communication skills as well as those necessary for the different group therapies through activities such as video taping and group processing.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
The following list of course goals will be addressed in the course. These goals are directly related to performance objectives.

1. Describe human service field.
2. Explain human service ethics.
3. Identify human service worker.
4. Identify community developmental disabilities facilities.
5. Identify community chemical health facilities.
6. Identify community mental health facilities.
7. Describe professional boundaries/issues.
8. Describe professionalism in the human services field.
9. Define values clarification.
10. Demonstrate values clarification.
11. Describe acceptance of others.
12. Demonstrate acceptance.
13. Describe interpersonal skills.
15. Demonstrate self disclosure.
16. Describe trust.
17. Describe trustworthy behavior.
18. Describe general communication skills.
19. Demonstrate feedback.
20. Describe verbal feeling expression.
21. Express verbal feelings.
22. Describe nonverbal feeling expression.
23. Express nonverbal feelings.
24. Describe listening skills.
25. Demonstrate listening skills.
26. Describe interpersonal conflicts.
27. Demonstrate interpersonal conflict resolution.
29. Demonstrate confrontation.
30. Describe negotiation.
31. Demonstrate negotiation.
32. Describe interpersonal barriers.
D. LEARNING OUTCOMES (GENERAL): Continued... The student will be able to:
33. Describe helping relationships.
34. Describe the helping process.
35. Identify group process.
36. Demonstration group process.
37. Identify computer hardware components.
38. Practice computer usage.
39. Identify “interviewing skills” usage.
40. Demonstrate “setting the state” skills.
41. Demonstrate “engaging feelings” skills.
42. Demonstrate “generating information” skills.
43. Demonstrate “processing information” skills.
44. Demonstrate “managing interaction” skills.
45. Identify interview parts.
46. Perform video-taped mock interview.
47. Critique video-taped mock interview.
48. Determine employment objectives.
49. Assemble personal inventory.
50. Prepare job application form.
51. Prepare job application letter.
52. Prepare personal resume.
53. Apply job follow-up techniques.
54. Identify job-keeping strategies.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
Evaluations may include any or all of the following: objective examinations, quizzes, written assignments, group projects, class participation, role playing, research papers, oral presentations, computer based learning program, video taped interviews, or any deemed appropriate by the individual instructor or as indicated in the syllabus.

Students are required to maintain a minimum grade point average of C (80%). Points from assignments and tests will be translated to percentages which will be translated to letter grades as follows:

A = 94-100; B = 87-93; C = 80-86; D = 75-79; F = below 75

G. SPECIAL INFORMATION (if any):
STUDENT CONTRIBUTIONS

Class Preparation – each student is expected to spend at least 2 hours of study time for each hour of lecture in preparation for class. Students will also be assigned lab responsibilities that require completion prior to class. It is each student’s responsibility to schedule time to complete their assignments.

Attendance - Attendance is crucial. Each absence or tardy is to be phoned in to your instructor prior to class time (280-3163). Make up quizzes must be scheduled with our instructor on the day of return from a tardy or absence. The entire attendance policy will be distributed to students on the first day of class.

Academic Integrity – Students are expected to maintain academic integrity at all time. Any breech of academic integrity will be grounds for discipline.

Professional/Ethical Standards – Students are required to maintain professional and ethical behavioral standards.

The class meets for 64 hours per semester. A schedule will be provided by the instructor on the first day of class.