

**Middlesex Community College
Fall Semester 2014
Course Syllabus**

Course Information: Introduction to Human Services
HSE-F101; 3 Credits

Location: Online

Instructor: Ed Bonilla, MBA, MS, Adjunct Professor

Phone: (203) 843-7507

Email: ebonilla@mxcc.commnet.edu

TEXT: *Introduction to Human Services, Policy & Practice, 8th Edition. Authors: Betty Reid Mandell and Barbara Schram.*

COURSE DESCRIPTION

This course is designed to introduce the student to the extensive field of Human Services. The course will review the history and development of human services, the nature and scope of human service work, the individuals, agencies and organizations that provide services, the profile of the individual who receives services, and finally how the human services worker might have an impact on the future direction of the profession and on the lives of individuals served.

ROLE OF COURSE IN HUMAN SERVICE PROGRAM

This course serves as the foundation course for students enrolled in the Human Services Program. Because of the introductory nature of the course, the student is exposed to the broader theoretical concepts of psychology, sociology, counseling, and social work. This exposure, coupled with the skill sets necessary for application, prepares the student for the more advanced program and survey course in the Human Services Program.

CORE COMPETENCIES

The following core academic competencies, as established by Middlesex Community College, are met by taking this course: communication skills; conceptual and critical thinking skills; technological literacy; information literacy; understanding of diversity; and the recognition of values, ethics, and responsible citizenship.

DIVERSITY

This course is a "D" course, meaning that it meets the graduation requirement of a diversity course. All students must take at least one "D" course in order to graduate in a program of at least 60 credits. HSE F101 is designated as a diversity course due to an emphasis on the appreciation of difference. Embracing diversity is a value inherent in the character and work of the human services professional. We recognize and support differences in race, ethnicity, religion, sexual orientation, disabilities, appearance, lifestyle, and other characteristics of human nature.

COURSE OBJECTIVES

By the end of this course students will have a greater understanding of:

1. The human services profession from a historical, political, and sociological perspective
2. How we define contemporary human services and the various models of service delivery
3. What is meant by an integrated service delivery system and what is meant by a systemic approach to meeting individual needs
4. The principals of human services management, organizational structure, inter- and intra-agency dynamics, and change management
5. The qualities, competencies, values that typically define the human services worker
6. The roles that the human services typically performs as well as potential employment possibilities
7. Specific helping strategies a human services worker might employ in dealing with those in need
8. The scope and philosophies of human services agencies in our service area
9. Your values and attitudes toward those who are disenfranchised and oppressed, e.g. the mentally ill, economically disadvantaged, alternative cultures, people of color, etc
10. And finally, a greater understanding of why you may choose the field of human services and what you hope to accomplish

ONLINE LEARNING

In this Syllabus you will find information pertaining to Online Distance Learning Classes and some Frequently Answered Questions (FAQ). **If you need more information or have any problems please contact Distance Learning at: mxccdistance@mxcc.edu or 860-343-5756.**

For online discussions it is expected that you will utilize **appropriate academic language** and **professional and mature communications** at all times. While disagreement is expected (*and encouraged*) you must **refrain** from **attacking** another person's view and/or using **insulting** language. *HINT: If you are in disagreement with another person's view (including the instructor), type a draft of your response and save it for later review before you submit it.*

EVALUATION METHODS

We will utilize a **1,000 point grading system**. Points are awarded for each assignment as indicated below. Total points earned by the end of the semester will be given an appropriate percentage grade for your final grade (e.g. 900 points = 90%, etc). Submission of assignments on time does not guarantee you will receive the full number of points. The number of points you earn for each assignment will depend on the quality of your work. ***HINT: You should save a copy of all your work so you don't need to re-do it if you lose it, if there is an internet/system error, etc.***



Late Assignments:

Weekly Discussion Questions – Unless you have **prior approval of the instructor** and/or you have a **verifiable emergency** and can **provide appropriate documentation**, initial responses to the discussion question submitted after the due date (Wednesday) will be accepted only until the end of that week (Saturday), but you can earn up to a total of only 6 points (not the full 12). *After that you cannot earn any points.*

Late responses to another student's post will not be eligible to earn any points because they will not add to the discussion; other students will already be working on the following week's discussion question.

All other assignments will not be accepted late unless you have **prior approval of the instructor** and/or you have a **verifiable emergency** and can **provide appropriate documentation**. It is suggested that you make every effort to complete/submit your assignments as early as possible so that any last minute problems (e.g. *losing your internet connection*) will not hinder your ability to submit an assignment.

1,000 POINT GRADING SYSTEM

Biography = 20 points	2%
Weekly Discussions = 330 points total	33%
<ul style="list-style-type: none"> • First discussion question (<i>no chapter assigned for this question</i>) – 20 points • Student’s initial response to weekly question – 12 points each (<i>156 points total</i>) • Student’s response to another student’s post – 8 points each (<i>104 points total</i>) • Final Discussion Question – 50 points 	
Self-Assessment = 100 points	10%
Research Paper = 150 points	15%
Community Service Project/Paper = 200 points	20%
Exams = 200 points total	20%
<ul style="list-style-type: none"> • Mid-term – 100 points • Final – 100 points 	
TOTAL POINTS FOR SEMESTER = 1,000	100%

EXPECTATIONS FOR WEEKLY DISCUSSION QUESTIONS

Each week you will have a Discussion question posted by Sunday, 12:01 am.

- a) You must **respond** to the question posted by your instructor by **Wednesday** of that week (11:59 pm).
- b) You must **respond** to at least one other student’s post by **Saturday** of that week (11:59 pm)

Your initial response to the discussion question must be at least **4 full paragraphs** (*as a guideline each paragraph should be no less than 5 sentences*), and your response to another student’s post must be at least **3 full paragraphs**. You will be graded on your **use of information from the assigned chapter** *, your understanding of the information and how you apply this information in your response to the discussion questions and to other student’s posts.

* *In your response to both the discussion question and to another student’s post you **must reference** information/facts from the textbook to support your views/opinions (e.g. In Chapter 1 Mandell and Schram state that).*

* *You may also provide information/facts from other sources as appropriate and provide the source of your information/facts at the end of your comments. You may also provide personal experiences as appropriate to help provide context for your response.*

❖ **Directions/expectations for all other assignments will be posted with each assignment.**

WEEKLY ASSIGNMENTS

DATE	ASSIGNMENTS <i>(Textbook is needed for weekly assignments – late work will not be accepted due to lack of textbook)</i>
Aug 27 – Aug 30	<p><u>Review Syllabus:</u> Please review thoroughly to ensure that you can meet class expectations</p> <p><u>This week's assignments:</u> * 1st Discussion Question Due Saturday, Aug 30, 11:59 pm <i>(no chapter assigned for this question)</i></p> <p>* Read professor biography; <u>create your own biography</u>; if you do not have an existing biography/format you can copy the same format used by your professor. Submit in pdf format by Saturday, Aug 30, 11:59 pm</p>
Aug 31 – Sep 6	<p>Chapter 1: What Are Human Services? What Do Human Service Workers Do? Respond to Discussion Question by Wednesday, Sept 3, 11:59 pm Respond to another students discussion post by Saturday, Sept 6, 11:59 pm</p>
Sep 7 – Sep 13	<p>Chapter 2: The Changing Nature of the Helping Process Respond to Discussion Question by Wednesday, Sept 10, 11:59 pm Respond to another students discussion post by Saturday, Sept 13, 11:59 pm</p>
Sep 14 – Sep 20	<p>Chapter 8: Working With Diversity Respond to Discussion Question by Wednesday, Sept 17, 11:59 pm Respond to another students discussion post by Saturday, Sept 20, 11:59 pm Self-Assessment Due Saturday, Sep 20, 11:59 pm</p>
Sep 21 – Sep 27	<p>Chapter 4: Attitudes/Values, Skills, and Knowledge Chapter 5: Values and Ethical Dilemmas Respond to Discussion Question by Wednesday, Sept 24, 11:59 pm Respond to another students discussion post by Saturday, Sept 27, 11:59 pm Submit Research Paper Topic for Approval by Saturday, Sep 27, 11:59 pm</p>
Sep 28 – Oct 4	<p>Chapter 6: The Social Welfare System Respond to Discussion Question by Wednesday, Oct 1, 11:59 pm Respond to another students discussion post by Saturday, Oct 4, 11:59 pm Submit Community Service Placement for Approval by Saturday, Oct 4, 11:59 pm</p>
Oct 5 – Oct 11	<p>Chapter 7: Poverty Respond to Discussion Question by Wednesday, Oct 8, 11:59 pm Respond to another students discussion post by Saturday, Oct 11, 11:59 pm Mid-Term Due , Friday, Oct 10, 11:59 PM</p>
Oct 12 – Oct 18	<p>Chapter 3: Intervention Strategies Respond to Discussion Question by Wednesday, Oct 15, 11:59 pm Respond to another students discussion post by Saturday, Oct 18, 11:59 pm</p>
Oct 19 – Oct 25	<p>Chapter 9: Interviewing Respond to Discussion Question by Wednesday, Oct 22, 11:59 pm Respond to another students discussion post by Saturday, Oct 25, 11:59 pm</p>
Oct 26 – Nov 1	<p>Chapter 10: Case Management/Counseling Respond to Discussion Question by Wednesday, Oct 29, 11:59 pm Respond to another students discussion post by Saturday, Nov 1, 11:59 pm</p>
Nov 2 – Nov 8	<p>Chapter 11: Facilitating Groups Respond to Discussion Question by Wednesday, Nov 5, 11:59 pm Respond to another students discussion post by Saturday, Nov 8, 11:59 pm</p>
Nov 9 – Nov 15	<p>Chapter 13: Organizing and Changing Systems Respond to Discussion Question by Wednesday, Nov 12, 11:59 pm Respond to another students discussion post by Saturday, Nov 15, 11:59 pm</p>

Nov 16 – Nov 22	Chapter 14: Understanding Legal Issues Respond to Discussion Question by Wednesday, Nov 19, 11:59 pm Respond to another students discussion post by Saturday, Nov 22, 11:59 pm Research Paper Due Saturday, Nov 22, 11:59 pm
Nov 23 – Nov 29	College Closed Nov 26 – 30 Community Service Reports Due Tuesday, Nov 25, 11:59 pm
Nov 30 – Dec 6	Chapter 15: Staying Current and Avoiding Burnout Respond to Discussion Question by Wednesday, Dec 3, 11:59 pm Respond to another students discussion post by Saturday, Dec 6, 11:59 pm
Dec 7 – Dec 9	No Chapter Assigned Respond to final Discussion Question by Tuesday, Dec 9, 11:59 pm
Dec 10 – Dec 16	Final Exam Week; Final Exam for this course due Dec 13

Online Distance Learning Classes

MxCC provides students living domestically and internationally with opportunities to learn in a supportive online learning environment. Our broad selection of general education (academic) requirements is taught mostly fully online; interested students need not visit campus while taking fully online courses during a semester. Students taking hybrid courses are required to attend campus meetings specified by the course instructor. New students who are interested in taking fully online or hybrid courses need to first contact the Admissions Office. For procedures of admission and registration, refer to page 17 (Admissions) and page 42 (Registration).

How Does It Work?

Most of our fully online classes are asynchronous — you do not have to sign on at a specific time. Our online classes (ONLN code) are offered by semester. For example, if you enroll in a fall online class, you would start the first day of the semester, just like you would in an on-ground course. Like in a traditional class, you follow a syllabus that provides information on readings, assignments, projects, and exams. You submit your assignments or take your exams within a designated timeline, but the time and day on which you complete it is up to you. The class is available 24 hours a day, 7 days a week. This flexibility allows you to work your class into your current obligations instead of scheduling everything else around your class.

We have created a video to show you how our online courses work. You can find the video at: www.mxcc.edu/Content/Online_Classes.asp (Click on Video: Online Classes in the left column.)

Benefits

- Sign on anywhere anytime as long as you have Internet access.
- Everything is available, always. You can read and reread material for an in-depth understanding and you don't need to worry about incomplete or illegible notes.
- Active participation in lively online discussions is always cited as being a student's favorite part of his/her online class.
- You have direct communication with professors via e-mail at any time. You do not need to schedule an appointment during office hours or wait for a convenient time during class to have questions answered.
- By taking classes online, you've saved yourself the time and expenses incurred when taking classes on campus.
- Online learners come from a variety of places and have a variety of backgrounds, which mean students provide diverse contributions to the class.

Frequently Asked Questions (FAQ)

Q: I have never taken an online class. How do I know if I am suitable for learning online?

A: You can take a self-assessment test to find out if you are ready for learning online. The assessment information can be found at <http://www.mxcc.edu/Content/READI.asp>.

Q: Where do I get help in getting started with an online course?

A: We have two options to help you log on and get familiar with our courses. As a new online student, you can attend an on-campus orientation. You can take our online orientation. The on-campus orientation schedule and online orientation can be found at <http://www.mxcc.edu/distance>. Click on Campus Orientation or Online Orientation (left column). We recommend all new online students visit our distance learning web site upon registration and go over online orientation even prior to attending an on campus orientation.

Q: Do I need a computer?

A: Yes. You must have a computer with high speed Internet connection (DSL or cable). You also should have a **back-up plan** in case something happens with your connection or computer.

Q: How much time does it take?

A: You will be studying in an online course for the same amount of time or more than you would be in a classroom. Just like in an on-campus class, you must read textbooks and complete assignments, papers, projects, and exams.

Q: How can I learn about a specific class?

A: Visit <http://www.mxcc.edu/distance>. Click on Online Classes (left). Click the desired term. If you do not see a syllabus for that term, look for the same class/professor in a prior semester. If the course is a new offering, you may contact the course professor to obtain a tentative syllabus.

Q: Does an online class cover the same material as an on-campus class?

A: Yes, the same information is covered. Course descriptions can be found in the course catalog or online at the College website: <http://www.mxcc.edu>

Q: How can I learn more about online classes?

A: You can visit <http://www.mxcc.edu/distance>. There are links to How to Register, Take a SmarterMeasure Test, Online Classes, What to Do, How to Log on, Technical Help, Online Orientation, Campus Orientation, and Success Tips. Explore various links for more information about our online offerings.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.



NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|
- Secondary Title IX Coordinator
Ms. Mary Lou Phillips
Director of Human Resources, Middlesex Community College
mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115
- Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011