

**SOUTHEAST COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**HEALTH SCIENCES DIVISION**  
**HUMAN SERVICES PROGRAM**  
**Revised: 4/2019**  
[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

**Course Number:** HMRS1120  
**Course Title:** Practicum Education  
**Prerequisite(s):** HMRS1100, HMRS1105, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission

**Catalog Description:** Methods of approaching clients, basic communication, and employee values and skills. Practicum Education is a pre-service training course, which serves as a prerequisite to all practicum education experiences and employment in the field of Human Services. This course focuses on personal and professional development as it relates to the five minimum competencies of the Human Services Program. Students will adhere to a written dress code as well as the five minimum competencies. Students will demonstrate ethics and assertiveness, critical thinking skills, basic communications skills, cultural competency, confidentiality, universal precautions, goal writing, group demonstrations, resume writing and job interviewing skills, role plays, and learn how to work with diverse populations. Students will demonstrate these skills under supervision at a Practicum site.

**Credit Hours:** 3  
**Class Hours:** 23  
**Lab Hours:** 68  
**Total Contact Hours:** 91

**II. COURSE OBJECTIVES:** *Course will:*

As a result of taking this course, the student will be able to apply the methods of approaching consumers and organizing consumer activities, providing basic interviewing skills and demonstrate professional employee conduct and skills.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:**

**A. STUDENT LEARNING OUTCOMES:** *Student will be able to:*

1. Demonstrate basic interviewing skills including active listening, non-judgmental acceptance, accurate empathy, appropriate self-disclosure, problem solving and confrontation.
2. Demonstrate assertiveness skills including broken record, negative assertion, negative inquiry, fogging, self-disclosure, free information, workable compromise and "I" messages.
3. List and apply the five minimum competencies from the Human Services Program.
4. Apply and identify the 19 ethical principles of the Human Services profession from course handouts.
5. Apply the HIPAA regulations and Universal Precautions.
6. Design various recreational group activities with diverse populations.
7. Utilize critical thinking skills.

- Schedule and demonstrate time management skills.

## **B. GENERAL EDUCATION LEARNING OUTCOMES**

### **GELO #6: Career and Life Skills**

Outcome: Demonstrate choices that reflect personal responsibility in one's academic, civic, social and vocational/professional life.

### **GELO #3: Critical Thinking and Problem Solving**

Outcome: Evaluate ideas presented in writing, medial, speech, or artistic presentations.

## **IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed Information*)**

- Course Requirements
- Orientation to Site Visits
- Client Interaction
- Staff Interaction
- Ethical Guidelines
- Group Leadership Skills
- Interviewing Skills
- Assertiveness Skills
- Critical Thinking
- Writing Skills
- Social Skills
- Working skills
- Universal Precautions
- Physical Intervention
- Practicum

## **V. INSTRUCTIONAL MATERIALS**

### **A. Required Text(s):**

Sweitzer, H., Frederick and Mary A. King, *The Successful Internship: Personal, Professional, and Civic Development*, Current Edition, Brooks/Cole-Cengage Learning

### **B. Other Resources:**

Student Portfolio  
HMRS Program Polo Shirt  
Instructor Handouts

## **VI. METHODS OF PRESENTATION/INSTRUCTION**

### **A. Methods of presentation typically include a combination of the following:**

- Lecture, discussion, videos, guest speakers
- Demonstration and student re-demonstration
- Mock interview

## **VII. METHODS OF EVALUATION**

### **A. Methods of evaluation typically include a combination of the following:**

- A student must maintain satisfactory performance on all minimum competencies in order to be eligible to be graded on all of the requirements listed below.
- Absences in excess of 9.0 hours may result in a grade of Unsatisfactory.
- Tardiness at any time of the day in excess of three may result in a grade of Unsatisfactory.

**SCC STANDARD GRADING SCALE POLICY:**

<b>A+</b>	<b>95-100</b>	<b>C+</b>	<b>75-79</b>
<b>A</b>	<b>90-94</b>	<b>C</b>	<b>70-74</b>
<b>B+</b>	<b>85-89</b>	<b>D+</b>	<b>65-69</b>
<b>B</b>	<b>80-84</b>	<b>D</b>	<b>60-64</b>
<b>F</b>	<b>Below 60</b>		

**VIII. SPECIFIC COURSE REQUIREMENTS:**

A grade of satisfactory is required for progress in the program and is also necessary to meet graduation requirements for the Human Services Program.