**HDFS 207: Human Services Practicum**

**CRN 43164 T 3-3:50 pm; IA 232**

**Spring 2019**

**Instructor:** Elizabeth Pearce

**Office:** LM 124

**Phone:** 917-4904

**E-mail:** liz.pearce@linnbenton.edu

**Office Hours:**Check [Instructor Website](http://cf.linnbenton.edu/wed/ed/pearcel/web.cfm?pgID=3751) or [Calendar](https://calendar.google.com/calendar/selfsched?sstoken=UUd5ZjhLcFk5TzVifGRlZmF1bHR8YWVmZjUzZTRlNDk0ZTRkNjg2MWIyMzc2ZjUwMzQ1ZWI) to make an appointment.  I am glad to speak with you by phone or F2F during office hours.

**Division Support:** Aleta Fortier; Fortiea@linnbenton.edu; NSH 101; 541 917 4258.

**Course Description:**

Field experience to learn, primarily through observation, how to apply human service intervention strategies and skills to helping individuals and families served by professional agencies and organizations. Supervision by agency and instructor. Requires 90 hours of work on-site. Supplementary seminar, readings, and reports. Graded P/N. This course may be repeated at OSU for up to eight credits.

**Course Learning Outcomes:**

Upon successful completion of HDFS 207 the student will:

1. Integrate classroom learning with field experience.
2. Summarize work experience and growth as a helping professional.
3. Evaluate and report on workplace competencies and skills.
4. Describe workplace culture and expectations.
5. Describe the dynamics of power, privilege, and interculturalism in one's own experience.

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**Class Structure**

**Attendance:**You are required to complete 90 contact hours in the field and participate in all weekly seminars (10) on the LBCC campus. MIssing any seminar time may result in a failing grade in this class. The mentor who will be guiding you through this experience expects you at the field site during the times that you have committed to be there. If an emergency occurs and you cannot fulfill your obligation, please contact the mentor well ahead of time and arrange to “make up” the hours you miss. If you must be absent, it is expected that you will call your mentor in advance. Failure to do so may result in a failing grade for this class.

*Please note that the 90 hours of contact time on site in a field site are worth 200 points towards your final grade. If you complete fewer than 90 hours on site, you will receive 0 of the 200 points possible. All hours must be completed by the Friday of Week 10.*

Class seminars cannot be made up.

## Expectations:It is expected that you will behave in a manner befitting a professional in all of your interactions. At the field site this includes learning about and following the field site dress and behavior code, setting up a good communication system with your mentor, signing in each day you visit the field site, and notifying the mentor in case of an absence. *Take the initiative to be informed.*

In the college classroom and the online environment this includes using language that befits a future professional. As soon as you identify yourself as a future human services professional, you become a role model. **Practice “role model” behavior** in the electronic college classroom as well as in the field site and the community. Learn how to ask clarifying questions and be a coach for your classmates.

**It is expected that you communicate by speaking and in writing.** In the college classroom, we spend time discussing and debating current issues. These issues are complex and multifaceted. When you listen thoughtfully it is quite probable that your perspective will shift and change. Be open to new points of view. Share your own perspective, even if this is challenging for you. It’s an important way to contribute. Your weekly reflections are an ideal place to share your thinking with the Instructor.

**Moodle:** This is a face-to-face class taught with Web enhancement. You are expected to access Moodle at least once a week. As class members you will be enrolled on LBCC’s e-learning system as a portal to Moodle. Once you have accessed Moodle, you can bookmark it and enter it directly from your home computer. You will upload your assignments (reflections and hours tally) in Moodle. Seminar rubrics and LPETs will be turned in as a hard copy.

**Required Text and Materials:**

A. Martin, Michelle. (2014). *Introduction to Human Services* (3rd Ed).

B. Collard, Patrizia (2014) *The Little Book of Mindfulness*

**LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**LBCC Center for Accessibility Resources Statement of Disability**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [**CFAR Website**](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call (541) 917-4789.

**Course Requirements:**

1. Active professional participation at your field site. (200 points)
2. Weekly seminar participation. (200 points)
3. Weekly (8) reflections. (160 points)
4. Midterm LPET submission with acceptable progress (150 points)
5. SMART goals/Calendar plan (40 points)
6. [Professional Identity](https://docs.google.com/document/d/1-Bd7pqweGNNAcUXdobaGmxfQi9x4XDTA7-qxfkKCk7A/edit?usp=sharing) (final reflection) submission (100 points)
7. Final LPET submission with acceptable progress (150 points)

**Evaluation Totals**

Field Site 200

Seminars 200

 Reflections 160

 SMART goals/Calendar 40

Midterm LPET 150

 Professional Identity Reflective 100

 Final LPET 150

**Total                                                  1000 points**

The course is graded P/NP. You must complete all 90 hours, all seminars, submit all written work, and submit both LPETs with acceptable progress in order to pass the course. Failure to meet **any one** of these requirements will result in a NP/F grade.

**Instructor’s Notes**

It is my purpose to help you understand the concepts in this class as deeply and broadly as possible.  I want you to retain these concepts in your long-term memory, as opposed to your short-term or working memory.  The assignments are intended to help you make personal and professional connections to the course content.  Making these kinds of connections is more challenging than merely reading, listening and memorizing content. **It requires deeper thinking, interaction with course materials and your peers; and will result in lasting changes in your thinking and behaviors.**

**Late Work:** This class is modeled after a professional environment. You must keep up to date in your hours and LPET submissions. In order for reflections to be meaningful, this must be a regular weekly practice. Do not get behind in your practicum hours or in your reflective practice.

*Note:  I do not accept emailed assignments.  To submit electronically, you must use Moodle.*

**Campus Resources**

Many resources such as the Library, Student Help Desk (for computers and software) Learning Center, the Writing Desk, and Family Connections, are available to you as a student. They are described on the LBCC website.

**Tools for Success**

* Schedule time for your reading and work related to this class (about three hours per week). Read.
* Come to class every day prepared to question, think, and discuss your experiences.

***Note:  the Instructor reserves the right to make changes to this course schedule.  Changes will be announced in class and on Moodle. Check the live link for the updated syllabus via Moodle.***

**HDFS 207 Spring 2019 Schedule**

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| **Week** | **Big Ideas** | **Readings/Viewings due Tuesdays****(All readings in the *Little Book of Mindfulness* unless otherwise noted)** | **Every Week** | **Additional** **Written Work Due**  |
| **1*****1-7 APR*** | First Days; Focus; Significance and Reflective Thinking | Introduction, pp. 6-16;[Why Mindfulness is a Superpower](https://www.youtube.com/watch?v=w6T02g5hnT4&list=PL7Ov_8ABbHnMJzuCb_mERFd6ifvE0zMfJ&index=2) | **Seminar Rubrics** are due during seminar time each week.**Reflections** are due weekly, Mondays by midnight weeks two through nine. [Here is a link to the folder containing instructions and samples.](https://drive.google.com/drive/folders/1vZG3-rqEZ0BLSyNamuascMxczH62q-zO?usp=sharing) Reflections will be word processed, double spaced in 10-12 point font, maximum 3 pages in length. Reflections are **not** summaries. Rather they are the connections, critical thinking, and questioning about your experience in your field site and how it relates to the theory and academics that you have studied. Don’t tell me what you did; tell me how you think about it, how it connects to what you’ve read and studied and to your understanding of yourself as a professional and your future profession. Your reflections should contain comments about your mindfulness experience(s) that week.  |  |
| **2*****8-14 APR*** | Mindfulness and Wellbeing; Workplace Culture;[How Mindfulness Empowers Us](https://www.youtube.com/watch?v=vzKryaN44ss&t=2s)  (awareness) | Ch.1 & 2; [What are the benefits of Mindfulness](http://www.apa.org/monitor/2012/07-08/ce-corner.aspx) | SMART goals plan and Calendar due Tuesday by class time (hard copies).  |
| **3*****15-21 APR*** | Check In: LPET; Ethics and Values;[How Meditation can reshape our brains](https://www.youtube.com/watch?v=5mTtc3o1RQw) | Ch. 3,  *Introduction to Human Services,* Professional Ethics and Values, Martin  |  |
| **4*****22-28 APR*** | Skills and Strategies you are using in your practicum | Ch.4, *Introduction to Human Services,* Skills and Intervention Strategies, Martin |  |
| **5*****29 APR-5 MAY*** | Mindfulness: Simply Be | Ch. 3, 4 & 5; [All it takes is 10 mindful minutes](https://www.youtube.com/watch?v=qzR62JJCMBQ) | Midterm LPET due Tuesday in class. |
| **6*****6-12 MAY*** | Mindfulness in the workplace | [What is Workplace Culture?](https://www.yourerc.com/blog/post/Workplace-Culture-What-it-Is-Why-it-Matters-How-to-Define-It.aspx);[Mindfulness practice reduces burnout](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4776732/) |  |
| **7*****13-19 MAY*** | What about my privilege? | [Aren’t systems just people?](http://www.agjohnson.us/glad/arent-systems-just-people/); [The racism of good white people](https://agjohnson.wordpress.com/2015/12/02/the-racism-of-good-white-people/)  |  |
| ***8******19-26 MAY*** | OSU transition; Mindfulness.Guest: Julie Graves, Ph.D | [Social Work: 21st Century Law Degree](https://www.insidehighered.com/views/2016/02/25/social-work-has-become-21st-century-law-degree-essay) |  |
| ***9******27 MAY-2 JUN*** | The personal and the professional: overlap and spillover | Ch. 6 & 7; [How Mindfulness Empowers Us](https://www.youtube.com/watch?v=vzKryaN44ss) |  |
| ***10******3-9 JUN*** | Next Steps | For your reflective statement,review your Martin text, [the NOHS website](https://www.nationalhumanservices.org/), your SMART goals, and the five competencies in the LPET. In particular,understanding the roots, ethics, and skills related to Human Services is important as you look both behind you and forward.  |  |
| ***11******June 10-11*** | Finals Week. | Final signed LPET due Monday 5:00 p.m. in NSH 116 or to administrative assistant in NSH (hard copy only).Professional Identity Reflective Statement due Tuesday via Moodle at 3:00 p.m. |  |  |

Students in this course are expected to take a greater level of responsibility than they do in other courses. That extends to the professional and the student environment. Seminar time will be used for substantive discussions, not logistics and due dates. You are expected to manage those on your own and to use the Moodle forum to get clarification from the Instructor.

### Tips:

1. Bookmark this syllabus (available in the “Assignments and Documents” folder in the first block of our Moodle class shell) so that you can easily access weekly online readings from the live links.
2. Use the “Questions and Logistics” Forum, also in the first block of the Moodle class shell, to ask and answer questions/clarifications about dates, where to find things, and logistics.
3. Remember there are **two parts** to every reflection upload:
	1. In the online text box copy and paste the following statement with the correct number of hours included: "Hours worked this week: \_\_\_\_\_\_\_\_\_\_\_, Cumulative Hours to date: \_\_\_\_\_\_\_\_\_\_\_\_.”
	2. Upload your reflection as an .pdf
4. Start your final professional identity reflective statement **now.**  Jot down notes as they occur to you. What do you notice about yourself and how you fit in with your placement setting? Which competencies are more challenging to achieve? Refer to the NOHS website to reflect upon how your experiences fit in with what you find there. What are you wondering about in your first few weeks of the practicum? Being able to look back on your early thoughts and questions will help you to write a more detailed reflective statement with perspective.
5. Get phone numbers right away. Put both your mentor’s phone number and Liz’s cell number (541 908 3130) into your mobile phone so that you have them handy in an urgent situation.
6. Keep up to date with your records, including your hours log that must be signed by your mentor.
7. Keep yourself open to learning. This is, above all, an opportunity to learn and grow.
8. Practice, practice, practice. Ask when you don’t know. Find out the best way to connect with your mentor (does s/he prefer face to face questions, email, or telephone?) Stretch yourself. Be brave. Ask Liz and your mentor for advice. Use your peers for support. Communication is key.