



HMSV 2990 Practicum Section Name Section Credit Hours Credits

Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: For students pursuing an Associate's Degree in Human Services. Practical experience in a clinical setting involving service to clients and patients in various human service agencies; understanding the helping process through closely supervised assumption of responsibility for human service care; developing skill in observation, report writing and interviewing; guidance in establishing therapeutic relationships with individuals by participation in case analysis, case presentation and program planning.

Prerequisites: SOWK-2110(HMSV-111)

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

1. Allow students to have a supervised internship and/or vocational experience in the field of Human Services. a. Describe the model, type of clients, helpers, method and goals of treatment within the organization that the student's Practicum takes place.
2. Provide a hands-on and practical experience in the field of the Human Services profession. a. Develop skills in observation, journal writing and investigation into the field of Human Services.
3. Develop awareness through guided learning objectives of the contemporary practices in the Human Services field. a. Guidance in establishing therapeutic relationships with Individuals by participation in case analysis, care presentation and program planning.
4. Expand and document the student's understanding and commitment to the field of Human Service through experiential learning. a. Demonstrate their professional competence by identifying learning

objectives, seeking out their placement agency, performing well at agreed upon duties within that agency, and completing the required hours, assignments, and forms.

Required Texts and/or Materials

No book required.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

Students will do the following activities:

Complete 150 hours at an approved Human Services site.

Track weekly hours completed and submit a timesheet weekly.

Respond to weekly writing prompts in a discussion forum and reply to class colleagues' posts.

Craft a resume, cover letter, and request for a letter of recommendation.

Other Classroom Policies and Expectations

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

Written work-The work students submit must meet college grammar and writing style requirements.

Dialogue-Sensitive issues inevitably arise in classes such as this one. We must maintain an attitude of respect for one another in written and verbal discourse; here are some guidelines to help us achieve that goal.

- In order to create a climate for open and honest dialogue, it is important to treat each other with respect.
- Racist, sexist or homophobic remarks will not be tolerated.
- The purpose of class discussion is to generate greater understanding about important topics. Thus, questions and comments should be asked or stated in such a way that they will promote learning rather than defensiveness.
- Learning is both sharing different views AND actively listening to those with different views. Students in this class are expected to do both. Everyone's learning is maximized when many different viewpoints are expressed.
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Grading

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

Final grades are calculated based on the following...

Weekly time logs 10%

Discussion forum participation 15%

Cover letter, Resume, Request for Letter of Recommendation 20%

Hours completed and forms submitted 50%

Course Time Commitment

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

Students will complete no fewer than 10 hours each week at the practicum site.

Online discussion work requires approximately 1-2 hours weekly.

Canvas Participation and Expectations

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

Students will login to Canvas several times weekly to ensure they are aware of all assignments and announcements.

Participation and Attendance Policy

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This is an online class. Students will participate in online Discussion Forums.

Instructor Response Times & Regular Interaction Expectations

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

Instructors will make every effort to respond to phone calls, text messages and/or emails within 24 hours of receipt. We will further make every effort to return graded work and enter grades into the Canvas grade book within 1 week of receipt.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

The master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as-needed basis.

All assignments and corresponding due dates are listed in Canvas on a weekly basis.

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring

platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.