



HMSV 2310 Professions & Practices Section Name Section Credit Hours Credits

Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course may be paired with HMSV-2990. Students are required to enroll in this class prior to or while completing their HMSV practicum. It will enable students to achieve a greater understanding of their practicum internship while examining professional ethics, conduct and a wide range of practice situations.

Prerequisites: SOWK-2110(HMSV-111)

Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

1. Identify Human Services needs in San Juan County and the State of N.M.
2. Locate and discuss the various Human Services providers in San Juan County and the State of N.M.
3. Demonstrate an increased awareness of the interrelationships of the various professions in the field of Human Services in regard to client services.
4. Illustrate an understanding of the various populations associated with Human Services.

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:

- *Analyze case studies and determine what problems in living a client is having and how to address the needs of the client

- *Research local human services agencies and describe what type of services the agencies provide for those in need

- *Describe various human services populations in need

- *Practice skills necessary to work effectively with populations in need

- *Participate in weekly discussion forums with varying topics such as professionalism, cultural sensitivity, and communication

- *Complete a midterm project which includes interviewing a human services professional

- *Create a comprehensive resource directory for the final project

Other Classroom Policies and Expectations

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Written work

The work students submit must meet college grammar and writing style requirements. After the first written assignment is submitted, the instructor will comment as to whether grammar and writing style need to improve or not. The instructor will suggest students seek assistance from the tutoring center. Should students choose not to seek assistance and future assignments do not meet college level grammar and writing style, full credit will not be earned.

Homework

Students will have homework assignments that will be due weekly and will be submitted via Canvas. With the exception of life-changing, catastrophic events, homework will not be accepted after the due date. Should you have such an event occur, please contact the instructor immediately. All writing assignments require college-level grammar and writing skills. Seek assistance from the Tutoring Center if necessary. Assignments submitted that lack college-level grammar and writing style will not earn full credit.

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...

A=90-100 Superior work. Assignments and exams are not only accurate and complete, but also insightful and comprehensive. Generally, includes excellent attendance and class participation.

B=80-89 Above average work. Assignments and exams are accurate and complete and show the ability to develop a critical perspective. Generally includes good attendance and class participation.

C=70-79 Average work. Assignments and exams are accurate, but somewhat incomplete, lacking the fuller developments of above average work. Generally, includes fair attendance and class participation.

D=60- 69 Below average work which is inaccurate and incomplete, but indicates some effort to deal with the issues at hand. Generally includes poor attendance and class participation.

F=below 60 Inadequate work which is inaccurate and incomplete and fails to fulfill the assignment. Generally demonstrates a lack of regard for attendance and class participation.

STUDENTS MUST EARN A C OR BETTER IN THIS COURSE TO RECEIVE CREDIT TOWARD THE HUMAN SERVICES DEGREE.

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 should expect to spend approximately 6-9 hours weekly outside of class for this 3-credit course.

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 log into Canvas between class meetings to remain up to date with assignments and announcements.

Participation and Attendance Policy

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.

Attendance is essential to student learning. Attendance will be taken at 10:00 am for each class meeting. Daily attendance/participation is worth 5 points. If students arrive after attendance has been taken, half credit will be earned for the day. If students leave prior to class being dismissed, half credit will be earned for the day.

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. Instructors 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 will be listed in weekly modules.

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.