

Montgomery County Community College  
 HSW 210  
 Professional Development in Human Services  
 3-3-0

**COURSE DESCRIPTION:**

This course is designed to prepare students for the practicum experience through professional self reflection and development. Students will evaluate human service agencies, organizational structures, and funding sources. Students will select a field site, process agency interview, and prepare for supervision in the field. Topics such as self-assessment, document gathering, and certification reviews will be addressed. The development of portfolio management demonstrating interpersonal styles, and program competency will be required. Students must pass this course with a grade of “C” or higher before taking HSW 211.

**REQUISITES:***Previous Course Requirements*

- HSW 102 Theories of Group Counseling or HSW 202 Theories of Individual Counseling
- HSW/PSY 203 Assessment & Documentation in Human Services

*Concurrent Course Requirements*

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Demonstrate the skills necessary to obtain a practicum placement within a Human Services environment.	Assigned Readings Community Agency Visits Lecture/Discussion Performance Competencies Discussion Obtain Legal Clearances and/or Medical Examinations/ Immunizations	Completed and Submitted Application Form for HSW 211 to Program Coordinator (Appendix A in Professional Development and Practicum Manual) Documentation of Legal Clearances and/or Medical Examinations/ Immunizations
2. Demonstrate situational awareness through identification of safety issues and professional concerns within the field.	Lecture/Discussion AV/Multimedia Materials Assigned Readings	Web-based Research Journaling

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Develop a professional portfolio demonstrating competency in applied human service theory, knowledge, and skills.	Lecture/Discussion AV/Multimedia Materials Portfolio Requirements Discussion	Web-based Research Portfolio Development (PowerPoint)
4. Demonstrate computer literacy through utilizing various applications such as Microsoft PowerPoint and Word, as well as Blackboard.	Lecture/Discussion AV/Multimedia Materials Assigned Readings PowerPoint Discussion Integration of Blackboard Use Case Study Based Discussion	Web-based Research Case Study Essays/ Discussions (Blackboard) Portfolio Development (PowerPoint)
5. Formulate an awareness of diversity and clarification of values, interpersonal styles, and use of self in the human services profession.	Case Study Based Discussion Professional Philosophy Statement Discussion	Case Study Essays/ Discussions (Blackboard) Journaling Required Component Needed for Portfolio-Building - Professional Philosophy Statement
6. Secure required professional documentation to obtain a practicum placement and become familiar with the processes involved.	Assigned Readings Community Agency Visits Lecture/Discussion Performance Competencies Discussion Obtain Legal Clearances and/or Medical Examinations/ Immunizations	Completed and Submitted Application Form for HSW 211 to Program Coordinator (Appendix A in Professional Development and Practicum Manual) Documentation of Legal Clearances and/or Medical Examinations/ Immunizations

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
7. Assess interagency operations, relationships, and professional behaviors in the interdisciplinary approach to human services.	Community Agency Visits Lecture/Discussions Professional Philosophy Statement Discussion Review and Discussion of Disposition and Personal Conduct Indicators for the Human Service Program	Required Component Needed for Portfolio-Building - Professional Philosophy Statement Completed and Submitted Application Form for HSW 211 to Program Coordinator (Appendix A in Professional Development and Practicum Manual) Journaling (Disposition and Personal Conduct Indicators for the Human Service Program)
8. Develop a professional portfolio and illustrate job preparation skills.	Lecture/Discussion AV/Multimedia Materials Portfolio Requirements Discussion Resume Building Lecture & Discussion	Web-based Research Portfolio Development (PowerPoint) Required Component Needed for Portfolio-Building - Completed Resume
9. Construct a professional philosophy statement and theory of helping.	Professional Philosophy Statement Discussion	Journaling Required Component Needed for Portfolio-Building - Professional Philosophy Statement
10. Prepare for completion of the Human Services – Board Certified Practitioner (HS-BCP) credential.	Lecture and Discussion Resume Building Lecture & Discussion Review of HS-BCP Credential, Application, and Handbook	Web-based Research (HS-BCP Credential, Application, and Handbook) Required Component Needed for Portfolio-Building - Completed Resume
11. Evaluate quantitative components of human service agencies including funding streams, budgetary processes, grant writing, and policies and procedures.	Lecture and Discussion Community Agency Visits Assigned Reading Case Study Based Discussions	Web-based Research Journaling Case Study Essays/ Discussions (Blackboard)

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. Defining & Understanding Your Internship
2. Developing a Portfolio
3. Documentation Process & Legal Clearances
4. Selecting a Field Site
5. Agency Organizational Structure & Governance
6. Community Context of Organizations & Cultural Competency
7. Community and Civic Engagement
7. Learning from Experience: The Integrative Processing Model
8. Understanding Supervision
9. Writing and Reporting within Field Agencies
10. Organizational Management
11. Quantitative Agency Analysis: Grant Writing, Funding and the Budgetary Process
12. Professional Development

LEARNING MATERIALS:

Kiser, P.M. (2012). *The Human Service Internship: Getting the Most from Your Experience* (3<sup>rd</sup> ed.). Belmont, CA: Brooks/Cole.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: M. Rose, M. Whitehill, J. Jarvis, D. Haar, L. Davidson	Date: 11/2009
Board of Trustees Presentation	Date: 11/15/2010
Interim VPAA/Provost Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 11/16/2010
Revised by: Maureen B. Rose, MSW, HS-BCP VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 9/2012 Date: 9/21/2012
Revised by: Maureen B. Rose, M.S.W., HS-BCP VPAA/Provost or designee Compliance Verification:	Date: 12/17/2018 : Date: 1/10/2018



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*