

COURSE INFORMATION

COURSE PREFIX/NUMBER:	HUS 102
COURSE TITLE:	Personal and Professional Development in the Helping Professions
LECTURE HOURS/WEEK:	3.0
LAB HOURS/WEEK:	0.0
CREDIT HOURS/SEMESTER:	3.0

[Distance Learning Attendance /VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION:

This course provides students with the opportunity to gain a greater awareness of “self” through values clarification activities, reflective writings, etc., and to understand how attributes, values and beliefs impact both their personal and professional lives.

COURSE COMPETENCIES:

Upon completion of HUS 102---Personal and Professional Development in the helping Professions, students should be able to:

Module 1: Personal Development

1. Explain how attitudes, values and beliefs impact personal lives.
2. Describe multiple intelligences and identify one’s style of intelligence.
3. Describe learning styles and identify one’s preferred style.
4. Discuss the models for personal growth
5. Relate how childhood experiences influence adult perspectives.
6. Identify strategies to enhance personal growth of mind, body and the spirit.

Module 2: Professional Development

1. Discuss how personal attitudes, values and beliefs impact professional life.
2. Explain the importance of developing healthy, productive professional relationships.
3. Describe the difference between personal values and organizational values.
4. Describe pathways to professional growth.
5. Develop or enhance time management, stress management, and conflict management skills.

Module 3: Integration of Personal and Professional Life

1. Analyze and synthesize personal and professional characteristics to create a holistic, healthy, and comprehensive mind, body, and spirit.
2. Create a developmental portfolio.

MINIMAL STANDARDS:

A minimal grade of C is required in this course

COURSE REQUIREMENTS:

Attendance Policy:

The Attendance Policy contained in the College Catalog and Handbook will be enforced. Students are responsible for all material covered and for all assignments made in all classes.

The instructor may initiate a withdrawal from class if student has not:

- been in contact with the instructor within the first two (2) weeks of the term
- submitted assignments as specified
- completed assignments in proctored setting as specified
- attended lab as scheduled

If the withdrawal occurs prior to midterm, the student will receive a grade of “W.” If the withdrawal occurs after midterm, the grade will be assigned at the instructor’s discretion.

Policy on Academic Dishonesty:

The policies stated in the York Technical College Catalog and Handbook will be enforced. Any student involved in cheating or any other form of academic dishonesty will be given a grade of zero and will be subject to further disciplinary action. Academic dishonesty includes using another’s work or words without giving proper credit to the source, cheating on tests and other assignments, forging supervisors’ signatures on department forms, violating the confidentiality of instructors’ or other students’ work (folders, grade books), falsifying timesheets, sharing information from tests/quizzes, or **ANY OTHER FORMS OF UNETHICAL OR UNPROFESSIONAL BEHAVIOR.**

EVALUATION STRATEGIES/GRADING:

HUS 102 is designed for completion in one semester. A final grade of C must be earned for successful completion of this course. Failure to accumulate enough points for a letter grade of C would mean that competencies for the course have not been adequately met. Therefore, students earning a final grade lower than C must repeat the course.

All assignments/assessments are expected to be submitted/completed within the specified time frame. Points will be deducted on those assignments/assessments received after the due date.

Grading Scale

All assignments carry a specific point value. The final grade is computed by totaling points earned on all assignments. The letter grade will be assigned according to the total number of points earned as follows:

Grade/Point Value

450---500	A
400---449	B
350---399	C
300---349	D
0---299	F

Module Grading Breakdown

Module I	150 points (30%)
Module 2	150 points (30%)
Module 3	200 points (40%)
TOTAL	500 points 100%

ENTRY-LEVEL SKILLS: The willingness to read, comprehend, and communicate effectively.

PREREQUISITES: None

CO-REQUISITES: None