

## **COURSE INFORMATION**

<b>COURSE PREFIX/NUMBER:</b>	<b>HUS 150</b>
<b>COURSE TITLE:</b>	<b>Supervised Field Placement I</b>
<b>LECTURE HOURS/WEEK:</b>	<b>1.5</b>
<b>LAB HOURS/WEEK:</b>	<b>4.5</b>
<b>CREDIT HOURS/SEMESTER:</b>	<b>3.0</b>

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

### **COURSE DESCRIPTION:**

This course includes work experience assignments by students in selected human services agencies.

### **COURSE COMPETENCIES:**

Upon completion of HUS 150 – Supervised Field Placement I, students should be able to:

#### **Module 1: Agency Supervisor Evaluation**

1. Demonstrate professionalism in the workplace.
2. Discuss the mission, vision, goals, and services of the agency providing field placement.
3. Explain the specific roles and responsibilities of human services practitioners within the agency.
4. Practice responsible work habits to include wearing appropriate attire, punctuality, and attendance.
5. Assess the needs of the agency and contribute to the goals by developing appropriate learning goals and objectives.
6. Develop independent functioning as determined by agency supervisor.
7. Maintain confidentiality of clients and workers.
8. Demonstrate knowledge and skills gleaned from course work and other methods of learning.

#### **Module 2: Learning Journal**

1. Describe the organizational structure of the agency.
2. Describe the funding sources.
3. Describe duties assigned to include the rewards and challenges involved in the experience.
4. Complete self assessment as well as assessment of experience.
5. Discuss staffings or meetings attended and describe the impact on the internship experience.
6. Discuss and describe challenges and opportunities for growth that have occurred during the field experience.

### **Module 3: Professional Portfolio**

1. Compile professional portfolio to represent skills, abilities, accomplishments, and experiences as a human services professional.

#### **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.

##### **Field Placement**

Students will select an agency from an approved list for the purpose of enhancing and developing their knowledge and skills. Students must complete a total of 72 hours in the field experience.

##### **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 150 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	200 points	40 %
Module II	150 points	30 %
Module III	150 points	30 %

TOTAL            500 points    100%

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

**PREREQUISITES:** HUS 101

**CO-REQUISITES:** HUS 230