



HMSV 3010 Intro to Human Services

CRN: 80094- *Fully On-line*

Credit hours - 3.0 semester credit hours

Syllabus- Fall 2016

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, disabilityservices@mail.clayton.edu.

This is an online section of HMSV 3010. Students MUST attend an on-campus orientation session or view a video of the orientation. After completing the course orientation, students must complete the orientation quiz and introductory discussion.

The Orientation quiz and introductory discussion is due by 08/23/2016 at 11:59PM EST or you will be dropped from the course. Absolutely no exceptions will be made regardless of excuse.

Instructor: Dr. Eckart Werther

Email: EckartWerther@clayton.edu

Office location: NBS, Rm #116

Office Phone: (678) 466-4891

Please only use Clayton State email. Do not use D2L email

Office hours are by appointment only.

Monday: 11:00am - 2:00pm

Tuesday: 12:30pm - 1:00pm

Thursday: 12:30pm - 3:00pm

Mission Statement & Learning Goals:

The Mission of the Department of Psychology is to provide students with the highest quality instructional preparation for immediate employment in occupations such as human services or for graduate programs in areas such as counseling, social work, and psychology. The program faculty are dedicated to providing academically sound instruction in an environment that models for students the highest standards of professional, ethical, and caring behaviors.

- To understand and apply the major concepts, findings, and theoretical perspectives of Psychology.
- To evaluate research critically and apply research methodologies used in psychology.
- To communicate effectively and professionally both orally and in writing.
- To demonstrate an understanding of the roles, responsibilities, and career opportunities for those with psychology-related degrees.

- To understand and apply the ethical standards set forth by the American Psychological Association.

Course Description

This course will serve as an introduction to the field of human services. The course will review the history of the social welfare system in the United States and introduce students to the different areas covered in human services. Students will gain knowledge of the issues related to working within human services systems and introduced to skills required in this field. This course will give students the opportunity to examine their own beliefs and values related to human service work and related concepts. Pre-Requisites: SOSC 2501 and PSYC 1101.

Course Goals/Learning Outcomes:

- Acquire research skills valuable to human service professionals
- Develop reading skills essential for independent learning.
- Understand the historical and disciplinary context of human services.
- Acquire research skills valuable to human service professionals.
- Demonstrate a variety of useful computer skills.

Required Textbook

Mandell, B.R. and Schram, B. (2011). *An introduction to human services-Policy and practice (Eighth Edition)*. New York: Pearson.

(Each Student is required to purchase the book for this course!!)

Course Information and Policies

Deadlines

Deadlines are designed to pace you in the course and keep you from waiting until the last minute. All assignments and their required due dates are found in this syllabus.

- Do **NOT** wait until the last minute to do an assignment on your computer. Having technical problems at the last minute does not excuse you from a deadline when the assignment has been available for several days.
- It is the student's responsibility to review syllabus and read all emails regarding assignments and due dates.
- It is the responsibility of the student to know and work around scheduled Desire 2 Learn class website maintenance schedules. Missing a deadline due to a planned maintenance outage will NOT result in additional time.
- Assignments cannot be turned in or attempted after the deadline
- Incomplete, late, and missed assignments will result in a student earning a zero.
- Missing the due dates for discussion threads or failure to adhere to instructions will result in a student earning a zero. Discussion threads are meant for discussion among the entire class and missing a deadline results in no credit for the assignment.
- No extensions are granted for missed assignments, quizzes or exams and no extra credit work is given for missed work
- It is highly recommended that you complete assignments as soon as possible after they are available. Taking this approach will allow you to better cope with server problems, computer viruses, and other inevitable technical glitches. Planning for the unexpected is an essential skill of human service professionals and for an online course.
- I do not provide technical assistance or software instructions. The HUB should be contacted if you experience technical difficulties.

Missed Quizzes and Examinations

- If a student misses any of the scheduled quizzes or examinations, the student will earn a zero.
- All Quizzes and Exams are closed book and closed notes. All quizzes and exams are timed, students will not be given enough time to look up the answers

Attendance/Missed lectures or reading

- It is the student's responsibility to obtain missed information on class news and assignments from peers via the listserve/group email. I will not provide notes or review old lectures for missed classes/material. I will also not respond to any emails requesting information from a missed class or assignment.

Student Handbook and Responsibilities

- Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities. The Student Handbook is part of the Academic Catalog and Student Handbook, which begins on page 6.

Use only Clayton State Email Accounts

- You must be able to send and receive e-mail using Outlook or Outlook Express to and from your Clayton State student email.
- *Please do not use the D2L email to communicate with the professor.* Only use this email: EckartWerther@clayton.edu
- I request that during this course that you ONLY use your Clayton State Student email. This ensures our compliance with federal regulations known as FERPA. I will not respond to emails sent from non-CSU servers (gmail, yahoo, etc).

Integrity

- Students are expected to take all tests and quizzes without assistance. Cheating on any assignment, discussion board, quiz, or other evaluation method will result in a zero or an F in the course. Plagiarizing is cheating, please look up the meaning of plagiarism if you are not clear on what it entails. Using your notes or book during an exam/quiz is cheating. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at <http://adminservices.clayton.edu/judicial/>

Turnitin

- University faculty may use or require the use of plagiarism detection software as a part of their course. Clayton State is currently part of the University System of Georgia contract for the use of Turnitin.com. Turnitin.com is a third party system and therefore faculty should include the following statement on their syllabus indicating the use of the system for plagiarism detection:
- *Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers*

Course Reading & Participation

- This class will cover a great deal of information, so it is imperative that you keep up with the reading and assignments. It should be common practice for you to read the week's assigned readings prior to listening to the lecture.

Regarding students' grades

- Students are responsible for keeping track of their own class averages during the semester. While grades are reported via D2L, please do not consider D2L the official grade book. Only Dr. Werther has the official gradebook. Please email me if you have any concerns or questions. *Please remember that midterm grades will only reflect your standing in the class based on the total possible points possible at midterm.*

Course Attendance Policy

- Students enrolled in online courses at CSU are expected to participate each week on-line. There are no optional weeks. Your “attendance” will be assessed through various assignments and discussions

Special Accommodations.

- Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, (678)466-5445, disabilityservices@mail.clayton.edu. If you are already registered with DS and are seeking accommodations for this course, please make an appointment with me to discuss your specific accommodation needs for this course and give me your accommodations letter.

Midterm Progress Report and Withdrawal deadline

- The mid-term grade in this course will reflect all assignments between week 1 and week 6. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan. The last day to withdraw without academic accountability is **October 7, 2016**.

Technology Requirements

- Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. For further information on CSU's Official Notebook Computer Policy, please go to <http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

Software Requirement:

To properly access the course content you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <http://get.adobe.com/flashplayer/>
- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using Outlook™ or Outlook Express™
- Able to attach and retrieve attached files via email and D2L
- Able to use a Web browser.
- If you need help with your software, questions, technical difficulties, with computer or computer skills, please contact or visit the HUB on the ground floor of the University Center. I do not provide technical assistance or software instruction. The
- HUB is an excellent resources for the majority of technical difficulties.

Desire2Learn (D2L):

- On-line activity will take place in D2L, the virtual classroom for the course.
- You can gain access to D2L, by signing on to the SWAN portal and selecting :”D2L” on the top right side. If you experience any difficulties in D2L, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Tutoring

- The Center for Academic Success (CAS) provides tutoring for this course. Appointments can be made through TutorTrac at <http://tutoring.clayton.edu> or by contacting the CAS at (678) 466-4070, lower level of the library.

Assignments/Methods of Evaluation:

1. Orientation Quiz & Introductory Discussion:

This quiz and discussion must be completed by the deadline to demonstrate your attendance in this course. Students who fail to complete this required orientation quiz and discussion by the deadline will be dropped from the class. **No exceptions.**

2. Quizzes:

All quizzes will be completed on D2L. Quizzes will be open for a specific set of days outlined in the schedule. It will be the student’s responsibility to complete each quiz before the posted deadline.

Quizzes will consist of multiple choice questions. NO MAKE-UP will be provided for missed quizzes. A zero will be awarded for any quizzes not completed on the specified due date.

All Quizzes are closed book and closed notes. All quizzes are timed, students will not be given enough time to look up the answers

3. D2L Discussions:

Students will complete a variety of on-line discussions throughout the semester. Discussion boards are due as outline in the course schedule. The discussion area of D2L provides instructions for each discussion, deadlines, and the minimum word requirement for each post. When providing support, do not use Wikipedia. Use scholarly sources which can be found through the electronic databases on the CSU library website. Please note that .com, .org, .net sites are not scholarly sources. I will allow .gov and .edu sites as scholarly works.

4. Article Reviews:

Article reviews will provide you with an opportunity to search and review contemporary research related to human services.

Article Review examples will be posted on D2L during the first week of class. It is the student’s responsibility to adhere to all instructions on formatting, word/page minimums, and any additional requirements. Instructions for all papers can be found on D2L in the Dropbox.

All papers should be submitted as a Microsoft word document on the D2L drobox. Papers that are not Microsoft word, submitted outside of D2L, or Late will NOT be accepted.

All papers will be graded on your ability to follow instructions, formatting, sentence structure, grammar, and your ability to articulate your thoughts on the assigned material.

5. Tests and Final Exam:

All exams will be administered via D2L. Exams will only be accessible the date stated on the schedule. It will be the student's responsibility to complete each exam at the specified date and within the specified time frame. NO MAKE-UP will be available for missed exams.

Students should make themselves available on that day to take the exams, or should drop the course.

All tests may include multiple choice, true/false, and short answer. Tests are not cumulative. All exams will cover both materials in the reading and concepts covered in class that may not be in your reading.

Grading:

Orientation Quiz	20 Points		
D2L Quizzes	110 Points	A= 387 - 430 pts	[90-100%]
D2L Discussions	100 Points	B= 344 - 386 pts	[80-89%]
Article Reviews	50 Points	C= 301 - 343 pts	[70-79%]
Exam 1	50 Points	D= 258 - 300 pts	[60-69%]
Exam 2	50 Points	F= 257 pts or less	[below 60%]
Final Exam	50 Points		
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Total possible	430 Points		

Important Dates

- Tue. Aug 16th First day of class and log onto D2L
- Thurs Aug 18th orientation 7-8 PM/*Video will be uploaded to D2L afterwards*
- Tue Aug 23rd Deadline to submit orientation quiz and discussion #1
- Tue. Sept 13th Exam #1 on D2L – ONLY AVAILABLE THIS DAY
- Tue. Oct 25th Exam #2 on D2L – ONLY AVAILABLE THIS DAY
- Friday Oct 7th Last day to withdraw with W grade
- Mon. Dec 5th Final Exam on D2L – ONLY AVAILABLE THIS DAY

HMSV 3010- Intro to Human Services –On line– Fall 2016 Schedule

**Assignments and dates associated with this syllabus/schedule are subject to modification at faculty's discretion.*

Date	Chapter /Assignments
Week 1 8/16 – 8/23	- Attend orientation session on Thursday 8/18 or view the orientation on D2L (<i>will be uploaded on 8/18 at night</i>) - Download and Read Syllabus - Read chapter 1 & 2; listen to lecture audio (<i>will be uploaded on 8/18</i>) - Complete D2L Orientation quiz (10 Pts) AND discussion #1 (10 Pts)- Due 8/23 @11:59PM
Week 2 8/23 – 8/29	- Read chapter 3 and listen to lecture audio/video on D2L - Complete D2L discussion #2 (10 Pts) Due 8/28 @11:59PM
Week 3 8/30 – 9/5	- Read chapter 4 and listen to lecture audio/video - Article Review #1 Due (25 Pts) Due 9/4 @11:59PM - Complete D2L QUIZ #1 on chapter 1-4 (30 Pts) Due 9/4 @11:59PM
Week 4 9/6 – 9/12	- Read chapter 9 and listen to lecture audio/video - Complete D2L discussion #3 (10 Pts) Due 9/11 @11:59PM - Complete D2L QUIZ #2 on chapter 9 (10 Pts) Due 9/11 @11:59PM
Week 5 9/13 – 9/19	- EXAM #1 – Ch.'s 1—4 & 9. The exam is only available on September 13, 2016 from 4AM – 11:59PM (no exceptions) (50 Pts) <i>You will have 65 minutes to complete Exam #1</i>
Week 6 9/20 – 9/26	- Read chapter 5 and listen to lecture audio/video - Complete D2L discussion #4 (10 Pts) Due 9/25 @11:59PM - Article Review #2 (25 Pts) Due 9/25 @11:59PM
Week 7 9/27 – 10/3	- Midterm Reporting- Weeks 1-6 will be used to calculate grade - Read chapter 6 and listen to lecture audio/video - Complete D2L discussion #5 (10 Pts) Due 10/2 @11:59PM
Week 8 10/4 – 10/10	- Read chapter 8 and listen to lecture audio/video - Complete D2L QUIZ # 3 on chapter 5, 6, & 8 (30 Pts) Due 10/9 @11:59PM <u>- 10/7/16: Last day to withdraw from course</u>
Week 9 10/11 – 10/17	- Article Review #3 (25 Pts) Due 10/16 @11:59PM -Complete D2L Discussion #6 (10 Pts) Due 10/16 @ 11:59PM
Week 10 10/18 – 10/24	- Read chapter 15 and listen to lecture audio/video - Complete D2L Discussion #7 (10 Pts) Due 10/23 @11:59PM - Complete D2L QUIZ #4 on chapter 15 (10 Pts) Due 10/23 @11:59PM
Week 11 10/25 – 10/31	- EXAM #2 – Ch.'s 5, 6, 8, & 15 - the exam is only available on October 25, 2016 from 4AM – 11:59PM (no exceptions) (50 Pts) <i>You will have 65 minutes to complete Exam</i>
Week 12 11/1 – 11/7	- Read Assigned Articles - Complete Discussion #8 (10 Pts) Due 11/6 @ 11:59PM
Week 13 11/8 – 11/14	- Read chapter 10 & 11 and listen to lecture audio/video - Complete D2L discussion #9 (10 Pts) Due 11/13 @11:59PM
Week 14 11/15 – 11/21	- Read chapter 13 and listen to lecture audio/video - Complete D2L QUIZ #5 on chapter 10, 11, & 13 (30 Pts) Due 11/20 @11:59PM
Week 15 11/22 – 11/28	- Read chapter 14 and listen to lecture audio/video - Complete D2L discussion #10 (10 Pts) Due 11/28 @11:59PM
Week 16 11/29 – 12/5	- Final Exam – the exam is only available on December 5, 2016 from 4AM – 11:59PM (no exceptions) (50 Pts) <i>You will have 65 minutes to complete Exam</i>