HUMAN SERVICES 2251  
Fieldwork 1  
4 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION  
Practicum experience in the field of Human Services. Students from all certificate/degree options in Human Services are required to fulfill 300 clinical hours in the field. One hour of class lecture time per week is required with this course. Supervision of skill development and an introduction to the network of community services is introduced. Prerequisite: Human Services core coursework for degree or certificate option of choice and consent of instructor is required.

HOW DO I ENROLL IN FIELDWORK? A permit is required prior to registering for this course, which must be obtained from a full-time Human Services faculty member. Students who wish to enroll in this course must have completed all other coursework required, receive a TB test and basic physical, develop a portfolio of work completed in the program, and talk to a full-time faculty member in Human Services.

REQUIRED AND RECOMMENDED COURSE MATERIALS  
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.  
2. Click on Search for Credit Classes.  
3. From the Term drop-down box select the term.  
4. Choose your course from the Subjects drop-down menu.  
5. In the Course # field, enter your course number.  
6. In the Section field, enter the course section number if known.  
7. From the Course Types drop-down menu select Internet/Online.  
8. Scroll to the bottom of the page and click on SUBMIT.  
9. Click on the Section Name and Title link.  
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OUTLINE  
This course will include but not be restricted to the following topics:

1. Human Services agency guidelines  
2. Individual, group, and family counseling skills  
3. Documentation skills  
4. Referral agencies  
5. Ethics in counseling  
6. Clinical strengths and areas in need of improvement
7. Treatment planning in varied clinical populations  
8. Education seminars

ASSIGNMENTS

- Students will meet with their agency supervisor to determine times and expectations of supervision to be done week one and turned in by week two (25 points).
- Working with their supervisor, students will develop a list of goals and objectives. Bring the goals list to class by week 3 (25 points).
- Students will bring to class an organizational chart and list of funding sources for their field work agency. Due week 5 (25 points).
- Students will do a weekly journal/reflection and bring this to class for discussion each week (15 journals minimum x 10 points each). The journal will be based on your reading for the week as well as your experiences in your internship.
- Students will keep track of their field hours and bring this to class each week.
- Students and instructor will meet with the agency supervisor at least once during the semester.
- Students will arrange this visit toward the end of their internship. Site Evaluation = 25 points.
- Class discussions will center on students’ field assignments and skills needed to succeed in the field.

EVALUATION/GRADING

<table>
<thead>
<tr>
<th>250 Points Possible</th>
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<tbody>
<tr>
<td>Journals (15 x 10 pts.)</td>
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<tr>
<td>Meeting with Supervisor</td>
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<tr>
<td>Goals</td>
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<tr>
<td>Site Evaluation</td>
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GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
<td>360-400</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
<td>320-359</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
<td>280-319</td>
</tr>
<tr>
<td>D</td>
<td>60%-69%</td>
<td>240-279</td>
</tr>
<tr>
<td>F</td>
<td>0%-59%</td>
<td>&lt; 240</td>
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SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

Incomplete grades will be given if students are unable to complete the full 300 hour internship during the term. The internship can be completed during the next term. Contact the instructor or refer to the course syllabus for details.