

Northern Marianas College

CURRICULUM ACTION REQUEST

Course: RH 330 Human Services Fieldwork Experience I

Effective Semester / Session: Spring 2012

Type of Action:

- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: RH 330

Course Title: Human Services Fieldwork Experience I

Reason for initiating, revising, or canceling:

This course is being created to give students the opportunity to mesh theory and practice via actual supervised work experience in a rehabilitation and/or human services agency. This is a required course for the Bachelor of Science degree in Education-Rehabilitation and Human Services.


Roy Greenland

1/9/12

Proposer

Date


Roy Greenland

1/9/12

Department Chair/Program Director

Date


Barbara K. Merfalen

1/13/12

Dean of Academic Programs and Services

Date

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Course: RH 330 Human Services Fieldwork Experience I

1. **Department**

School of Education

2. **Purpose**

This course is the first of two fieldwork courses that the students are required to take for the Bachelor of Science degree in Education-Rehabilitation and Human Services. This course provides an opportunity for students to mesh theory and practice via actual supervised work experience in a rehabilitation and/or human services agency. The target population is all students pursuing a Bachelor of Science degree in Education-Rehabilitation and Human Services.

3. **Description**

A. Required/Recommended Textbook(s) and Related Materials

Required Textbook

Baird, Brian. *The Internship, Practicum, and Field Placement Handbook*. 5th ed. Upper Saddle River, New Jersey: Prentice-Hall, 2007.

Readability level: Grade 12

Handouts on specific topics will also be distributed.

B. Contact Hours

1. **Lecture:** 2 hours per week/30 hours per semester
2. **Lab:** None
3. **Other:** 60 hours fieldwork experience, under the supervision of a rehabilitation and/or human services professional, in a rehabilitation and/or human services agency.

C. Credits

1. **Number:** 4
2. **Type:** Regular degree credits

D. Catalogue Course Description

This course provides an opportunity for students to mesh theory and practice via actual supervised work experience in a rehabilitation and/or human services agency. Experiences are discussed and integrated with academic work in weekly seminars. Students complete 60 hours of service at the cooperating agency and an in-class weekly seminar. Prerequisite(s): RH 310 and RH 320 with a "C" grade or higher in each or concurrent enrollment in both. English Placement level: EN 202 Math Placement Level: MA 132

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E. Degree or Certificate Requirements Met by Course

This course is a requirement for the B.S. degree in Education-Rehabilitation and Human Services.

F. Course Activities and Design

This course introduces the student to a local rehabilitation and/or human services agency. The emphasis will be on supervised personal involvement with others as a helper. Class will be held weekly to discuss professional issues and to critique and reflect on fieldwork experiences.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

Prerequisites: RH 310 and RH 320 with a "C" grade or higher in each or concurrent enrollment in both. English Placement Level: EN 202
Math Placement Level: MA 132

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for the course and the cost of the textbook. Transportation to fieldwork setting is the student's responsibility.

Cost to the College: Salary of instructor. Instructional resources for the course may include books (to be identified by the instructor), films, overhead projector, TV, VCR/DVD player, blank videocassettes, laptop computer, LCD projector, extension cords, duplicating supplies and materials (for copies of handouts).

6. Method of Evaluation

Student grades will be based on the regular letter grade system as described below:

- A: Excellent – grade points: 4.0;
- B: Above average – grade points: 3.0;
- C: Average – grade points: 2.0;
- D: Below average – grade points: 1.0;
- F: Failure – grade points: 0.0.

Students will be evaluated, using a rubric, based upon their in-class discussions, work experience, and attendance. Students will have to receive a minimum rating of "satisfactory" on the performance evaluation by the professional/supervisor he/she works with at the selected agency. NMC's and SOE's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

1.0 Preparation

- 1.1 Selecting a site
- 1.2 Internship Agreements
- 1.3 Journaling

2.0 Getting Started

- 2.1 First Impressions
- 2.2 Role of the Intern
- 2.3 Role of the Professional
- 2.4 Fees

3.0 Ethical and Legal Issues

- 3.1 Ethical Guidelines of the Helping Professions
- 3.2 Health Insurance Portability and Accountability Act (HIPAA)
- 3.3 Informed Consent
- 3.4 Confidentiality
 - 3.4.1 Exceptions to Confidentiality
 - 3.4.2 Confidentiality with Minors
- 3.5 Dual Relationships
- 3.6 Liability and Insurance
- 3.7 Technology and Ethics
- 3.8 Research Ethics
- 3.9 Peer Groups

4.0 Models of Peer Group Learning

- 4.1 Forming
- 4.2 Role Plays
- 4.3 Ethics in Classes and Groups

5.0 Supervision

- 5.1 Definition
- 5.2 Frequency and Timing
- 5.3 Content
- 5.4 Case Notes and Discussions
- 5.5 Suggested Guidelines
- 5.6 Conflict in Supervision
- 5.7 Evaluation

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- 6.0 Diversity
 - 6.1 Working with Differences
 - 6.2 Recognizing Strengths
 - 6.3 Recognizing Problems
 - 6.4 Prejudices and Biases
 - 6.5 Cultural Sensitivity

- 7.0 Clinical Writing, Treatment Records and Case Notes
 - 7.1 Writing Skills
 - 7.2 Record Keeping

- 8.0 Stress and Self-Care
 - 8.1 Sources of Stress
 - 8.2 Effects of Stress
 - 8.3 Cognitive Self-Care
 - 8.4 Physical Self-Care
 - 8.5 Emotional Self-Care

- 9.0 Assault and Other Risks
 - 9.1 Risks of Assault
 - 9.2 Responding to Assault
 - 9.3 Prevention

- 10.0 Closing Cases
 - 10.1 Ethical Considerations and Termination
 - 10.2 Techniques for Termination
 - 10.3 Transfer of Clients/Consumers

- 11.0 Internship Completion
 - 11.1 Conclusion of Relationships
 - 11.1.1 Supervisory
 - 11.1.2 Staff
 - 11.2 Letters of Recommendation
 - 11.3 Involvement
 - 11.3.1 Professional
 - 11.3.2 Community
 - 11.3.3 Political

- 12.0 Human Services Agency
 - 12.1 Mission
 - 12.2 Purpose
 - 12.3 Population Served
 - 12.4 Role in the Setting

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13.0 Challenges and Barriers

- 14.0 Fieldwork Setting
 - 14.1 Experiences
 - 14.2 Strengths
 - 14.3 Weaknesses

8. **Instructional Goals**

This course will introduce the student to:

- 1.0 Site preparation;
- 2.0 The roles of the helper/intern and professional/supervisor;
- 3.0 Ethical and legal issues;
- 4.0 Models of peer group learning;
- 5.0 Supervision;
- 6.0 Diversity;
- 7.0 Clinical writing, treatment records, and case notes;
- 8.0 Stress and self-care;
- 9.0 Assault and other risks;
- 10.0 Case closure;
- 11.0 Required duties and responsibilities of an intern in an agency and the process of internship completion;
- 12.0 A rehabilitation and/or human services agency's mission, purpose, population served, and the role of the student intern in the setting;
- 13.0 The challenges and barriers faced by both helping professionals and consumers in the setting; and
- 14.0 Their strengths and weaknesses as revealed in the field experience.

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9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Discuss site preparation and make a site selection;
- 2.0 Discuss and apply the roles of the helper/intern and professional/supervisor;
- 3.0 Discuss and apply ethical and legal issues in regards to clients;
- 4.0 Discuss and apply models of peer group learning;
- 5.0 Discuss the reasons for and importance of supervision;
- 6.0 Discuss and apply the concept and give examples of diversity;
- 7.0 Discuss and give written samples of clinical writing, treatment records and case notes (use these skills in the field if applicable);
- 8.0 Discuss and apply stress management techniques and practice self-care;
- 9.0 Discuss how to recognize potentially violent and dangerous individuals and responses to assault;
- 10.0 Discuss the process of case closure (practice in the field if applicable);
- 11.0 Perform the required duties and responsibilities of an intern in an agency and complete the internship;
- 12.0 Describe and share with others the agency's mission and purpose, the population served, and the helper's role in the setting;
- 13.0 Recognize the challenges and barriers faced by both helping professionals and consumers in the setting; and
- 14.0 Evaluate their strengths and weaknesses as revealed in the field experience.

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10. **Assessment Measures**

Assessment of student learning may include, but not be limited to, the following:

- 1.0 In-class discussions (journal sharing).
- 2.0 Class and internship attendance.
- 3.0 Performance evaluation (minimum rating of "satisfactory") by the professional/supervisor he/she works with at the selected agency.