

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Fall 2019

Type of Action:

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

Course Alpha and Number: RH330

Course Title: Human Services Fieldwork Experience I

Reason for initiating, revising, or canceling:

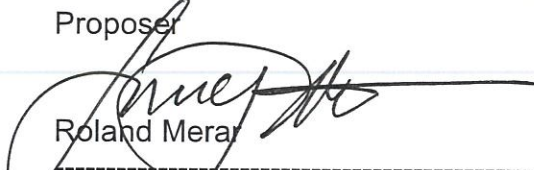
This course guide is being revised to comply with the schedule for periodic course guide review. Substantive changes were made to the following sections to update and streamline content: Course Prerequisites.


Jesse Pangelinan

6/21/19

Proposer

Date


Roland Merar

6/24/19

School of Education Director

Date


Adam Walsh

08.14.19

Language & Format Review Specialist

Date


Ajani Burrell

08/19/19

Academic Council Chair

Date


Charlotte Cepeda

8/21/19

Dean of Learning & Student Success

Date

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Course: RH330

1. Department

School of Education

2. Purpose

This course is the first of three fieldwork courses that students are required to take for the Bachelor of Science degree in Education with an emphasis on Rehabilitation and Human Services. This course provides an opportunity for students to incorporate theory with practice through supervised work experience in a rehabilitation and/or human services agency.

3. Description

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

Required:

Kiser, P. M. (2016). *The Human Services Internship: Getting the Most from Your Experience* (4th ed.). Boston, MA: Cengage Edition. Kaiser, Pamela M. 2012.

Readability level: Grade 12

Handouts on specific topics will also be distributed.

Recommended: N/A

B. Contact Hours

1. **Lecture:** 3 per week / 45 per semester

2. **Lab:** N/A

3. **Other:** 30-hour 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 incorporate theory and practice through supervised work experience in a school and/or human services agency. Experiences are discussed and integrated with academic work in weekly seminars. Students complete 30 hours of service at the cooperating agency and an in-class weekly seminar. Prerequisite(s): RH310 with a "C" grade or higher or concurrent enrollment. English Placement Level: EN202; Math Placement Level: MA132. (Offered Fall and Spring)

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E. Degree or Certificate Requirements Met by Course

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

F. Course Activities and Design

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

4. Course Prerequisite(s); Concurrent Course Enrollment

Prerequisite(s): RH310 with a "C" grade or higher or concurrent enrollment.

Concurrent Course Enrollment: RH310

Required English/Mathematics Proficiency Level(s)

English Placement Level: EN202

Mathematics Placement Level: MA132

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 4-credit course and the cost of the textbook.

Cost to the College: Instructor's salary

Instructional resources for the course include: textbooks, films, whiteboard and markers, projectors, laptop computer, extension cords, duplicating supplies and materials (for copies of handouts).

6. Method of Evaluation

Students will be evaluated, using a rubric, based upon their in-class discussions, work experience, supervisor evaluations, formal observations, 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 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
- 2.0 Getting Started at Your Internship
- 3.0 Ethical and Legal Issues
- 4.0 Correlating Theory with Field Work Practice
- 5.0 Supervision
- 6.0 Cultural Competency and Self-Awareness
- 7.0 Clinical Writing, Treatment Records, and Case Notes
- 8.0 Stress and Self-Care
- 9.0 Ending the Internship Experience and Client Contact
- 10.0 Closing Cases
- 11.0 Internship Completion
- 12.0 Challenges and Barriers

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8. Instructional Goals

The course will introduce students 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;
- 13.0 The challenges and barriers faced by both helping professionals and consumers; 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 placement;
- 2.0 Explain the roles of the human services intern and site supervisor;
- 3.0 Summarize the ethical and legal issues in regards to clients;
- 4.0 Summarize the importance of supervision;
- 5.0 Report the concept of cultural diversity and how it applies to the internship experience;
- 6.0 Produce samples of clinical writing, treatment records, or case notes;
- 7.0 Illustrate the social structures of clients in their family and community environments;
- 8.0 Apply the process of terminating services; and
- 9.0 Report the agency's mission statement, purpose, and population served.

10. Assessment Measures of Student Learning Outcomes

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

- 1.0 In-Class Discussions;
- 2.0 Role-Plays;
- 3.0 Exams;
- 4.0 Presentations;
- 5.0 Reflective Essays;
- 6.0 Research Essays;
- 7.0 Formal Observations; and
- 8.0 Progress Reports.