HUMS120 Course Syllabus

Instructor information
Instructor: Dr. Jennifer Wallitsch
Office location: York Goodling Faculty Bay
Office hours: Mondays, 5:00PM-6:30PM; by appointment
Office phone number: 717-780-2300 x 710177
HACC email address: jewallit@hacc.edu (email is the best way to reach me)

Course information
Course name: Social welfare Policy
Course number: HUMS120
Course reference number: 23094
Credit hours: 3
Catalog description: A research and writing course, with emphasis on computer skills. The course surveys historical developments and current systems of social welfare services, emphasizing changing attitudes of society. Including in the course are causality theories, funding, and policy developments and current social problems and the social response to these.
Department name: Human Services
Semester: Fall 2018
Meeting time: Mondays, 6:30PM-9:10PM
Meeting location: York Goodling 107

Textbook and materials
Supplemental materials: CHOOSE ONE:
- OR

Learning outcomes
Upon successful completion of the course the student will be able to

- Use both the Internet and library resources to conduct research
- Cite sources in research projects using APA formatting style
- Identify how significant historical events, such as the Progressive Era, Great Depression, and War on Poverty, were significant in shaping the American social welfare system
- Demonstrate knowledge of welfare, welfare reform, Social Security, Workman's Compensation, Mental Health, and Intellectual Disabilities programs
- Discuss how changing social welfare trends impact clients and human service practice
**Schedule of activities (subject to change)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Topic</th>
<th>To prepare for this class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 August 27</td>
<td>Library instruction with Jill Carew in Goodling 134</td>
<td>Purchase required texts</td>
</tr>
<tr>
<td>Week 2 September 3</td>
<td>NO CLASS</td>
<td></td>
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<tr>
<td>Week 3 September 10</td>
<td>Syllabus review; Introduction</td>
<td></td>
</tr>
<tr>
<td>Week 4 September 17</td>
<td>Chapters 1 &amp; 2</td>
<td>• Read Chapters 1 &amp; 2</td>
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<tr>
<td>Week 4 September 17</td>
<td></td>
<td>• Print Chapters 1 &amp; 2 class handout</td>
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<tr>
<td>Week 5 September 24</td>
<td>Chapters 3 &amp; 4</td>
<td>• Read Chapters 3 &amp; 4</td>
</tr>
<tr>
<td>Week 5 September 24</td>
<td></td>
<td>• Print Chapters 3 &amp; 4 class handout</td>
</tr>
<tr>
<td>Week 6 October 1</td>
<td>Chapters 5 &amp; 6 QUIZ Chapters 1-4</td>
<td>• Read Chapters 5 &amp; 6</td>
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<tr>
<td>Week 6 October 1</td>
<td></td>
<td>• Print Chapters 5 &amp; 6 class handout</td>
</tr>
<tr>
<td>Week 6 October 1</td>
<td>Chapters 5 &amp; 6 QUIZ Chapters 1-4</td>
<td>• Prepare for Chapters 1-4 quiz</td>
</tr>
<tr>
<td>Week 7 October 8</td>
<td>NO CLASS</td>
<td>• Groups submit presentation topics</td>
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<tr>
<td>Week 8 October 15</td>
<td>Chapters 7 &amp; 8</td>
<td>• Read Chapters 7 &amp; 8</td>
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<tr>
<td>Week 8 October 15</td>
<td></td>
<td>• Print Chapters 7 &amp; 8 class handout</td>
</tr>
<tr>
<td>Week 9 October 22</td>
<td>Chapters 9 &amp; 10 QUIZ Chapters 5-8</td>
<td>• Read Chapters 9 &amp; 10</td>
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<tr>
<td>Week 9 October 22</td>
<td></td>
<td>• Print Chapters 9 &amp; 10 class handout</td>
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<tr>
<td>Week 10 October 29</td>
<td>Chapters 11 &amp; 12</td>
<td>• Read Chapters 11 &amp; 12</td>
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<tr>
<td>Week 10 October 29</td>
<td></td>
<td>• Print Chapters 11 &amp; 12 class handout</td>
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<tr>
<td>Week 11 November 5</td>
<td>Chapters 13 &amp; 14 QUIZ Chapters 9-12</td>
<td>• Read Chapters 13 &amp; 14</td>
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<tr>
<td>Week 11 November 5</td>
<td></td>
<td>• Print Chapters 13 &amp; 14 class handout</td>
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<tr>
<td>Week 12 November 12</td>
<td>Book report presentations</td>
<td>• Prepare for Chapters 9-12 quiz</td>
</tr>
<tr>
<td>Week 13 November 19</td>
<td>Group presentations</td>
<td>• Submit book report by 11:59 PM on Sunday, 11/12</td>
</tr>
<tr>
<td>Week 14 November 26</td>
<td>Group presentations</td>
<td>• Submit Social Policy in the News Essay by 11:59 PM on Sunday, 11/18</td>
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<tr>
<td>Week 15 December 3</td>
<td>Policy letter presentations MANDATORY ATTENDANCE</td>
<td>• Submit policy letter by 11:59 PM on Sunday, 12/2</td>
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<tr>
<td>Week 16 December 11</td>
<td>Final</td>
<td>• Prepare for final exam</td>
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**Policies**

**Attendance and Withdrawal**

HACC’s attendance and withdrawal policy requires that students must attend class regularly. You are allowed excused absences, defined by the college as: An absence that occurred for reasons that were: a) beyond the student’s control to prevent, and b) significant enough to reasonably prohibit attendance in class. Examples include: death/illness of a family member, car accident, and illness of a child that requires medical care. The instructor requires documentation of an excused absence. Students will be permitted to make up work. The college defines unexcused absences as: An absence that is not excused. Students are not permitted to make up any work missed due to unexcused absences. The college defines excessive absences as: Unexcused absences or the failure to participate in academic activities exceed 15% of the total class hours that will take place throughout the semester and when the absences preclude the possibility of the student attaining the stated learning outcomes for the course. Students with excessive absences will be dropped from the class. You will be removed from the course for excessive absences and will be assigned an F. If you decide to withdraw from the course, you can do so through MyHACC and will receive a W. However, whether you withdraw or have been dropped from the course, if you have been academically dishonest, you will receive an F. After the drop/withdrawal period has ended, you will be assigned a grade based on the grades you have earned.

A student may drop a course at any time during regularly scheduled classes up to the school’s official last day to drop a class. Students must complete a Drop/Add/Withdrawal form. A faculty member’s signature is not required. After the school’s last official last day to drop (70% of semester), students will receive a grade for the class, rather than a W.

**Academic dishonesty**

Any evidence of following behavior will result in an automatic F for the course and a referral to the Academic Dishonesty Committee.

- Cheating - giving or receiving answers on assigned material; using materials or aids forbidden by the instructor, unauthorized possession of examination.
- Plagiarism - offering someone else’s work, words, or ideas as one’s own or using material from another source without acknowledgement.
- Interference - interfering without permission with the work of another student either by obtaining, changing, or destroying the work of another student.
- Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
• Falsifying one’s own or another’s records.
• Knowingly assisting someone who engages in the above behaviors.

**Make-up work**
All assignments are due on the due date. No late assignments will be accepted. If a student has an excused absence (notifies the instructor before class that he or she cannot attend the class) on a quiz day, he or she may make the quiz up at the end of the semester.

**Suitability for Human Service Work**
The instructor will observe student behavior for its suitability in the human service field and discuss unacceptable behavior with the student. The following behaviors will be considered: punctuality, willingness to collaborate, ability to express concerns without contention, respectful demeanor when working with others, respect for differences, honesty, trustworthiness, and reliability.

**Grading procedures**
Grades are computed according to the standard system of:

A=500-450 (90%) B=449-400 (80%) C=399-350 (70%) D=349-300 (60%) F=299 (59%) and lower

Students can earn a total of 500 points in this course.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Group presentation</td>
<td>120</td>
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<tr>
<td>Final exam</td>
<td>100</td>
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<tr>
<td>Social Policy in the News essays 25 points each x 4</td>
<td>100</td>
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<tr>
<td>Quizzes 10 points each x 5</td>
<td>50</td>
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<tr>
<td>Report on selected book</td>
<td>50</td>
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<tr>
<td>Policy letter presentation</td>
<td>30</td>
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<tr>
<td>Classroom participation 2 points per class x 15</td>
<td>30</td>
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<tr>
<td>Displaying behavior suitable for human services work</td>
<td>20</td>
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<tr>
<td></td>
<td>500</td>
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Incomplete Grade Policy
A grade of Incomplete may be assigned when a student is not able to complete the course requirements due to extenuating circumstances. The Incomplete grade will be assigned only after a conference with the instructor and determination that a serious need exists. The “I” becomes an “F” if the work is not completed before 4 weeks into the following semester. The student will be required to sign a contract with the instructor that outlines the exact work to be completed and the due dates for all assignments. Missed dates will result in an automatic F for the course.

**D2L and HAWKMail**
This course requires the use of D2L and HAWKMail. Students will use D2L dropboxes to submit assignments and the instructor will post news and updates on D2L. The instructor will also communicate important class information by email. Students must access HAWKMail and D2L routinely to stay informed and to complete assignments.

**Suitability for Human Service Work**
The instructor will observe student behavior for its suitability in the human service field and discuss unacceptable behavior with the student. The following behaviors will be considered: punctuality, willingness to collaborate, ability to express concerns without contention, respectful demeanor when working with others, respect for differences, honesty, trustworthiness, and reliability.

**Delayed Opening Schedule**
Each student is strongly encouraged to sign up for E2Campus alerts (www.hacc.edu) for information on weather-related or other incidents. HACC reports delayed opening announcements on:

- HACC Home Page [www.HACC.edu]
- TV: WHP, WHTM, WGAL, FOX, WLYH
- FM RADIO STATIONS: WTPA 93.5, WRBT 94.9, WLAM 96.9, WRVY 97.3, WYCR 98.5, WHKS 99.3, WQIC 100.1, WROZ 101.3, WARM 103.3, WNBN 104.1, WRKZ 106.7, WGTY 107.7, HOT 92
- AM RADIO STATIONS: WKBO 1230, WLBR 1270, WGET 1320, WLAM 1390, WTCY 1400

**Instructor Cancellations:**
If the instructor cancels class, you will be notified via D2L email.
Pennsylvania Fair Educational Opportunities Act
EEOC POLICY 005: It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act (“PHRAct’) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct’) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability. Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

Office of Disability Services
If an accommodation is needed, please contact the disability coordinator for your campus:

http://www.hacc.edu/StudentServices/DisabilityServices/Contact-Us.cfm

Assignments
Group Presentations

Students will be assigned to groups and will work together in a virtual environment to research and prepare a 30-minute analytical presentation on a selected social policy. As a group, conduct a review of literature related to your selected social policy. Then prepare a presentation that gives the class a background of the policy, a description of the issues surrounding this policy and how the policy affects people. Feel free to use creative exercises, YouTube clips, or other media to help the class understand the social policy and its effects on real people.

This course not only provides a background in social policy; it also builds your technology competency. Groups must meet virtually to plan the presentation. During the first class session, students meet with a librarian and receive a tutorial on using virtual meeting rooms for discussions and writing documents collaboratively in a virtual environment. As part of your presentation, describe your virtual work process and how each group member participated and contributed.

The presentation must include:
•A visual guide -PowerPoint, Prezi, or some other presentation platform
•Within the presentation, cite the sources of the information that you provide. Use a minimum of three separate scholarly or professional sources (your text book may be one of those sources). Use APA style in your citations. See the LibGuide for examples of appropriate sources.
•A background of the social policy
•A description of the issues surrounding this policy and how it affects people
  - What are the values and beliefs surrounding this policy
  - What conditions are different regarding this policy now as compared to the past? How is society different?
  - What people or parts of society does this policy most effect?
  - Who has power related to this issue?
•A description of how your group worked in a virtual environment to plan the presentation.

Each group member must:
•Take a turn speaking during the presentation
•Participate in the research and development of the presentation
•Work collaboratively in a virtual environment to develop the presentation.
•Group members will receive feedback from the instructor and class members on the presentation.
•The presentation team members will anonymously provide feedback to the instructor on each other’s participation, which will be factored into the individual’s overall grade.
Social Policy in the News

Each student will find four separate news articles from the online sources below, related to one of the social policy topics we cover in class. For each article, write a one-to two-page essay briefly summarizing the article, explaining how it relates to one or more social policies, and providing a synopsis of the policy/ies, how it affects people, and how it could affect human services workers. Provide a link to the article or attach a copy to the essay. Submit the essays to the designated D2L dropbox by the deadline listed in the course outline.

When writing, use:
• Double spacing
• Good writing style, grammar, and punctuation
• Times New Roman 12 pt. font
• 1-inch margins on sides, and bottom
• Cite the article using APA style and provide a reference in APA style
• If you reference other peoples’ work or state any facts, provide sources and use in-text citations
• No abstract, cover page, or running head

Sources:
WITF www.witf.org
Lancaster Online http://lancasteronline.com/
York Daily Record http://www.ydr.com/
The Philadelphia Inquirer http://www.philly.com/
The Patriot News http://www.pennlive.com/
The Washington Post https://www.washingtonpost.com
The Chicago Tribune http://www.chicagotribune.com

Book Report

Each student will submit a report on either Rosa Lee or The Blue Orchard. The report must:
• Briefly summarize the book
• Explain the social policies that affected or would have affected the characters in the book (e.g. AFDC and TANF for Rosa Lee and child welfare laws/Roe v. Wade for Verna)
• Describe what the characters’ experiences would be like in the present and how current social policy would affect them
• Detail how, if you were a human services provider working with the characters today, you would approach these issues and arrange services for these characters

Submit the paper to the D2L dropbox by the deadline listed in the course outline.

The report must include:
• Sources that support the policies you identify (both past and present) and how the policies would affect the characters
• A minimum of 3 in-text citations
• At least 3 separate references (your book may be one of those references)
• Citations for all non-original ideas
• APA style in the citations, references, and formatting
• Double spacing
• Good writing style, grammar, and punctuation
• Times New Roman 12 pt. font
• 1-inch margins on sides, top, and bottom
• Write between 4-7 pages (not including reference page)
• An APA style cover page and reference page and use running heads
• No abstract is necessary

Students will discuss their book selection in class. Be prepared to:
• Give a brief summary of your book
• Name the social policies that you can relate to the book
• Share what the characters’ experiences would be like if they lived in the present and how current social policy would affect them
• Explain how, if you were a human services provider working with the characters today, you would approach these issues and arrange services for these characters

Policy Letter
Students will select a policy that interests them and write a letter to an elected official about the issue. Students will submit the letters to the dropbox by the date indicated in the course outline and come to class with the completed letter prepared to present it to their classmates. This assignment does not require the student to send the letter. The letter must be:

• One full page in length, with 1” margins, double-spaced, and in 12 pt. Times New Roman font.
• Formatted and based on the basic business letter template provided in Purdue OWL found at https://owl.english.purdue.edu/owl/resource/653/01/

• The letter must contain:
  o Date
  o Salutation
  o Subject line
  o Body of letter
  o A description of the social welfare policy issue
  o A description of what you suggest or would like to see happen related to the policy
  o Research evidence to support your request (you may get this from your text)
  o Complimentary close
  o Signature