Instructor: Sara Smith M.S, MS, CTP  
Course Name: Introduction to Human Services  
Campus: Gettysburg  
Course Reference Number: 37875  
Office Location: Gettysburg  
Term & Year: Spring 2019  
Office Hours: Wednesdays 5:00– 6:00 pm  
Credit Hours: 3.0  
Faculty Secretary: Tonya Heckman- Hann  
Class Room #: 135  
HACC Email Address: SCSMITH@HACC.EDU  
Class Meeting Days & Times: Thursdays 6:00 – 8:40 pm  
Phone Number: 717-337-3855 x211915  

Catalog Course Description  
Provides students with essential information needed to choose whether or not to pursue a career in the Human Services field. This course examines all of the fundamental components of a typical community and allows students to apply their classroom knowledge through their observation of a local community’s social, political, and economic conditions, as well as, the implications of social programming. In addition, students must meet with local agency representatives. Students must have reliable transportation to meet course requirements. In addition, students receive information about the Pennsylvania Child Abuse History Clearance, the FBI Check, and the PA State Police Criminal Record Check.

Prerequisites:  
Eligibility for enrollment into ENGL 101 and completion of any reading courses required by the College Placement and Testing Program.

Learning Outcomes:  
Upon successful completion of the course, the student will be able to:  
• Define Human Services and the characteristics of effective and ethical human service work  
• Identify and define the various human service roles
Identify community resources taking into account cultural and regional differences, availability of social services, and differences in services by socio-economic areas, and discuss the implications for various populations and cultural groups for service delivery

Define and discuss the history of human services

State personal motivation for entering the field of human services, individual strengths and weaknesses that enhance or hinder effective work in the field, concerns about entering the field of social services, interests within the field, and an overall personal evaluation of readiness to pursue a career in human services

Describe a basic comprehension of the ethical standards outlined by the Council for Standards in Human Service Education and the National Organization for Human Services

Properly cite and reference sources in current American Psychological Association (APA) style

Prepare and employ effective visual resources utilizing classroom technologies in informative speaking

Text(s) Required

Supplemental Materials
Human Services Student Handbook (accessed online)

Methods of Evaluation

100 – 90 = A   89 – 80 = B   79 – 70 = C   69 – 60 = D   59 – 0 = F

Grades will be based out of a total of 530 points.

1. Review the Human Services Student Handbook which can be accessed at:
http://www.hacc.edu/ProgramsandCourses/Programs/HealthCareers/Human-Service-Social-Services.cfm

2. Become familiar with the following documents contained within the Handbook:
   Ethical Standards for Human Services (NOHS)
   Essential Qualifications for Human Services
   Human Services/Social Services Clearance Procedure

3. Self- Awareness Paper (50 points) - Write a self-awareness paper regarding motivation for entering the field, personal concerns about entering this field, and goals for a career in this field. (Questions may include: What are your reasons for entering the field? What barriers do you foresee? What strengths do you bring to the field? How will you contribute? What unresolved issues might you have that need to be resolved before you can clinically help
others? What population is the student interested in working?)

4. **History of Human Services paper** (50 points total) - Each student will be assigned a time period and will then choose a topic related to how Human Services were delivered within this time period. You will present your findings to the class and submit a paper to the instructor.

For the presentation (15 points), you will:
- Present the findings in a **10-15 minute presentation**. You should identify the topic and summarize your findings. You will conclude your presentation by facilitating a brief class discussion by preparing two questions in advance of your presentation.

For the paper (35 points), you will:
- Submit a **3-5 page double-spaced typed APA formatted** summary of findings utilizing at least three scholarly sources.
- **The paper is due the same day you present your historical event.**
- Be sure to include a title page and a reference page of sources (see APA format requirement).

5. **Community Assessment** (100 points) – Students will be assigned to groups and survey the Human Services available in Adams/York County and will also survey the communities in which clients live. This activity will help students become familiar with various agencies and populations in various communities and will help students develop their ability to work collaboratively in a group. The activity of survey and assessment is to be completed as a group. **No one is to survey or assess a community alone. TEAM WORK!** Detailed instructions for this assignment will be given out in class. NOTE: Attendance is **mandatory** for the classes in which students are giving their presentations at the end of the semester as noted on the Course Calendar/Schedule.

6. **In-class and homework assignments** (25 points each) – There will be 4 (100 points total) in-class and homework assignments based on current readings and/or case scenarios.

7. **Exams** – There will be 4 exams throughout the semester. Exams will consist of lecture material, videos, and book information. These exams will consist of essay questions and short answers and are out of 50 possible points each.

8. **Class Participation:** Class participation will be evaluated by the professor on a day to day basis. Class attendance, class participation, and class preparedness are all viewed under the class participation category. To receive the full 30 points you must attend all classes, participate on a regular basis, and be prepared for class. These topics will be evaluated by the instructor, are subjective, and cannot be negotiated.

---

**Academic Policies**
**Attendance:** Attendance is expected of every student. If a student will miss more than two classes in a row, you must inform the instructor ASAP to make up any material. Attendance will be taken at every class. Grading is affected by attendance!

**Excused Absences** – 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:

- Student communicates with Instructor that they are having car issues and will miss class.
- Student communicates with Instructor that they no longer have adequate child care and cannot attend class.
- Student communicates with Instructor about a hospitalization that caused them to miss class.

**Unexcused Absences** – an absence that is not excused. If you do not notify the instructor by email or phone prior to class then it is UNEXCUSED.

In order for the absence to be considered excused, you MUST provide documentation. If a student has missed 5 hours of class time due to unexcused absences, the final grade will be reduced by one full letter grade. If a student has missed 6 hours of instruction due to unexcused absences, the student will be dropped from the course. **NOTE:** If excessive absences (excused or unexcused) preclude the possibility of the student attaining the stated learning outcomes for the course, the student will be dropped from the course.

Being late for class and leaving class early are considered rude behaviors. Missing excessive amounts of class time due to tardiness or leaving early may result in being dropped from the class.

**Makeup Policy:** Make up exams will only be given to students who contact the instructor prior to class. Exams that are missed without an appropriate excuse or without instructor notification may not be made up. You are allowed ONE make up exam a semester and this exam must be taken within a week of the scheduled exam. There will be no makeup exam for the final exam.

**Withdrawal**

Please refer to the Shared Governance Policy on Credit Enrollment, Withdrawal, Attendance, and Refunds for information about withdrawal. It is important that you attend class regularly. You can only withdraw or be dropped from this class during the first 70% of the course meetings. No withdraws are possible after 70% of the class has been completed. During the drop/withdrawal period of this course, if you miss more than 15% of the scheduled classes, you will be removed from the course for excessive absences and I will assign you an “F”. If you
decide to withdraw from the class, you can do so through MyHACC and you can receive a “W”. If you have been academically dishonest, you will receive an “F” grade if you withdraw or are dropped from the class. After the drop/withdrawal period has ended, you will be assigned a grade based on the grades you have earned. For more information, please see: http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Add-Drop-Deadlines.cfm

**Instructor’s Academic Dishonesty Policy**

Academic dishonesty includes cheating, plagiarism, interference, buying or selling of papers, exams, etc., and/or falsifying on one’s own or another’s records. The penalty for academic dishonesty is: **An automatic zero for the assignment/exam.** Second offenses of Academic Dishonesty will lead to a failure in the course. See HACC’s Shared Governance Policy 594 on Academic Dishonesty below.

A. Cheating – giving or receiving answers on assigned material; using materials or aids forbidden by the instructor, unauthorized possession of examination

B. Plagiarism – offering someone else’s work, words, or ideas as one’s own or using material from another source without acknowledgement.

C. Interference – interfering without permission with the work of another student either by obtaining, changing, or destroying the work of another student

D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.

E. Falsifying of one’s own or another’s records

F. Knowingly assisting someone who engages in A – E above.

**SGP594** - Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate to continue to perform its most important function. Students are expected to be honest in all of their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. This policy shall be implemented according to regulations approved by the President.

**Pennsylvania Fair Educational Opportunities Act**

**STUDENTS IN NEED OF ACCOMMODATIONS:**

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here: http://www.hacc.edu/StudentServices/DisabilityServices/Contact-Us.cfm

**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 (“PHRA”) 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 (“PFEO Act”) 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](http://www.phrc.state.pa.us).

**Gettysburg Campus:**

Cathy Wilt  
Counselor/Disability Services - G 101  
731 Old Harrisburg Road  
Gettysburg, PA 17325  
Phone: 717-339-3518  
Fax: 717-337-3015  
cewilt@hacc.edu

**Additional Classroom Policies:**

Cell phones of any kind will not be tolerated except during breaks. Any other use is not prohibited and you may be asked to leave the classroom.

**Delayed Opening Schedule**

In the event of a delayed schedule this class will meet at 6:00 pm; there is no change in schedule for a evening class. However, in the event HACC cancels all day or all day and evening classes this class does not meet.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Jan. 17th</td>
<td><strong>First Day of Class</strong> - Introduction/Syllabus review and paper completion</td>
</tr>
<tr>
<td>Thursday, Jan. 24th</td>
<td>Ch. 1 – Introduction to Human Services/Librarian</td>
</tr>
<tr>
<td>Thursday, Jan. 31st</td>
<td>Chapter 2 – The Human Services Profession/Library visit</td>
</tr>
<tr>
<td>Thursday, Feb. 7th</td>
<td>Chapter 3 – The History of Advocacy in Human Services - Self-Awareness Paper Due</td>
</tr>
<tr>
<td>Thursday, Feb. 14th</td>
<td><strong>EXAM</strong> and Chapter 4 Human Service and Ethical Practice</td>
</tr>
<tr>
<td>Thursday, Feb. 21st</td>
<td>Chapter 5 – Multicultural Dimensions of Helping/Presentations</td>
</tr>
<tr>
<td>Thursday, Feb. 28th</td>
<td>History of Advocacy Paper due/ Presentations</td>
</tr>
<tr>
<td>Thursday, March 7th</td>
<td><strong>NO CLASS - MIDTERM BREAK</strong></td>
</tr>
<tr>
<td>Thursday, March 14th</td>
<td>Chapter 6 – Models of Service Delivery/ Group Time</td>
</tr>
<tr>
<td>Thursday, March 21st</td>
<td><strong>EXAM</strong> and Chapter 7 - The Helping Process</td>
</tr>
<tr>
<td>Thursday, March 28th</td>
<td>Chapter 7 and Group Time</td>
</tr>
<tr>
<td>Thursday, April 4th</td>
<td>Chapter 8 - The Client</td>
</tr>
<tr>
<td>Thursday, April 11th</td>
<td><strong>EXAM</strong> and Group Time</td>
</tr>
<tr>
<td>Thursday, April 18th</td>
<td>Chapter 9 – Working Within the System</td>
</tr>
<tr>
<td>Thursday, April 25th</td>
<td>Chapter 10 – Human Services Today and Community Assessment Group Project Due</td>
</tr>
<tr>
<td>Thursday, May 2nd</td>
<td><strong>FINAL EXAM</strong></td>
</tr>
</tbody>
</table>