

## Department:

Human Services

## Course Description:

This course provides practical experience in an approved human services agency. The course will cover the process for setting up a placement as well as the professional requirements for an interview. The course will also provide a series of critical thinking and reflective experiences. The course requires 225 hours under the supervision of an agency professional and a college faculty member. Classroom work will include small group discussion and analysis of the practicum experience.

## Course Competencies:

Upon completion of the course, the student should be able to:

1. Describe the operational and organizational structure of the practicum agency.
2. Document personal professionalism in terms of punctuality, managing appointments, and adherence to rules and regulations of the agency.
3. Develop and maintain purposeful helping relationships, assess problems, and initiate appropriate courses of action at a beginning level.
4. Describe standards of appropriate boundaries and ethical conduct.
5. Provide accurate documentation as needed.
6. Recognize problem areas and identify appropriate problem-solving strategies.
7. Practice concepts of self-awareness and self-care.

## Course Content:

- A. Getting Started
  1. Meeting the on-site supervisor
  2. Developing a learning plan
  3. Using an electronic portfolio
  4. Getting to know the agency
- B. Developing Ethical Competence
  1. Understanding legal issues
  2. Making ethical decisions
  3. Maintaining appropriate boundaries
- C. Developing Cultural Competence
  1. Communicating with clients
  2. Understanding diversities
- D. Documenting the practicum experience
  1. Writing and reporting within the agency
  2. Reflecting on the practicum experience

3. Completing the practicum
4. Considering career plans in human services

### Learning Assessments:

Course competencies will be assessed by the completion of a journal, electronic portfolio, and agency specific paperwork.

### Instructional Materials:

The Human Services Internship: Getting the Most from Your Experience, Kiser, 3rd Ed., 2012  
ISBN10: 1-111-18687-1 ISBN13: 978-1-111-18687-6

#### **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link:  
<https://highlandcc.edu/pages/disability-services>.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.