



North Central State College  
MASTER SYLLABUS  
2019-2020

- A. Academic Division: Liberal Arts
- B. Discipline: Human and Social Work Services
- C. Course Number and Title: HMSV1030 Human Services Assessments
- D. Course Coordinator: Christine Lynch, MSW, LSW  
Assistant Dean: Dr. Steve Haynes

Instructor Information:

- Name: Click here to enter text.
- Office Location: Click here to enter text.
- Office Hours: Click here to enter text.
- Phone Number: Click here to enter text.
- E-Mail Address: Click here to enter text.

- E. Credit Hours: 3  
Lecture: 2 hours  
Laboratory: 2 hours
- F. Prerequisites: None
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course provides an overview of the various types of assessing completed in Human Services work. This course presents principles, types, phases, and the recording of interviews used with various types of clients including the Intake and Psychosocial Interview. In addition, various forms of assessments and documentation will be explored.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
1. Identify and demonstrate the principles, types, and phases of Interviewing	Exams – weeks 4, 9, 15; Lab Experiences – weeks 2-14; Class Discussion – weeks 2-16; Self-Assessment – week 16
2. Demonstrate Interviewing techniques, to include active listening, confidentiality, nonverbal behavior, and questioning.	Exams – weeks 4, 9, 15; Lab Experiences – weeks 2-14; Class Discussion – weeks 2-16; Intake Interview – weeks 2-7; Psychosocial Interview and Report – weeks 8-16; Self-Assessment – week 16
3. Identify value and ethical conflicts within an interview situation	Exams – weeks 4, 9, 15; Lab Experiences – weeks 2-14; Class Discussion – weeks 2-16; Self-Assessment – week 16
4. Identify commonly used Assessments/Scales	Exam – week 15; Lab Experiences – weeks 2-14; Class Discussion – weeks 2-16
5. Identify commonly used forms	Exam – week 15; Lab Experiences – weeks 2-14; Class Discussion – weeks 2-16
6. Demonstrate understanding of and ability to document	Exam – week 15; Lab Experiences – weeks 2-14; Class Discussion – weeks 2-16

M. Topical Timeline (Subject to Change):

<b>Week</b>	<b>Assignments/Activities</b>
Week 1	Confidentiality Relationship with Client Advice giving vs. information giving Self-disclosing Establishing a conducive Atmosphere Seven Basic Principles
Week 2	Continuation of Above Communication Principles of Communication Introduction to Intake Interview Stages of an Interview Intake Form/Type of Questions
Week 3	Continuation of Intake Information Questioning
Week 4	How to Conduct an Intake Interview
Week 5	Intake Interview
Week 6	Intake Interview
Week 7	Introduction to Psychosocial Interview
Week 8	Recap of Active Listening/Questioning
Week 9	Introduction to Psychosocial Interview
Week 10	How to Write Psychosocial Report
Week 11	Continuation of Above
Week 12	Psychosocial Interview Other Types of Assessments/Referrals Mini-Mental, Substance Abuse
Week 13	Continuation of Assessment/Referrals
Week 14	Introduction of Documentation Importance of Documentation
Week 15	Continuation of Above
Week 16	Individual Meeting with Instructor

N. Course Assignments:

1. Intake Interview Form
2. Intake Interview
3. Psychosocial Interview Report

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

**Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>**

**The information can also be found** Choose an item.